

Holloways Beach Environmental Education Centre

Curriculum Activity Risk Assessment

Activity Details

CARA Creation Date: 24-Nov-2025			
Activity:	Power boating activities		
Activity Scope:	<p>Guideline review date: 24 September 2025</p> <p>This guideline demonstrates the minimum safety standard for student participation in power boating activities during daylight hours in Queensland regulated vessels as an activity to support curriculum delivery.</p> <p>Note: Schools are not to operate a power boat using a coastal bar crossing.</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. marine organism activities while snorkelling) must comply with the requirements of all CARA guidelines appropriate to the activity.</p> <p>For activities conducted at a non-Department of Education venue, and/or when engaging external expertise (e.g. charter company), request written risk assessment advice detailing the safety management system from the Australian Maritime Safety Authority, vessel registration, safety and communications equipment and crew qualifications and attach it to this CARA record.</p> <p>For activities conducted off-site, schools must comply with the school excursions procedure.</p>		
Guidelines:	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/power-boating-activities		
Activity Description:	Operating a power boat in smooth and partially smooth waters		
Inherent Risk Level:	Medium		
Inherent Risk Level Description:	Operating a power boat in smooth and partially smooth waters. (Consult Queensland Maritime Safety - Smooth and partially smooth water limits).		
Start Date:	Friday, 12 December, 2025	End Date:	Friday, 11 December, 2026
On School Grounds:	No	Is parental permission required for this activity?	Yes

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Activity Requirements	
<ul style="list-style-type: none"> • 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. • Queensland Government zoning and designated areas must be consulted for restricted areas. • Prior consultation and collaboration with local expertise (e.g. marine park managers, local marine rescue) is required for local advice, emergency support mechanisms and additional supervision requirements to ensure participant and public safety. • Permits and permissions are required to be obtained as necessary (e.g. Department of the Environment, Tourism, Science and Innovation, marine park authority), if applicable. • Participants must adhere to all rules and advice communicated by local marine rescue service, facility operator/owner and any safety signage at the facility/location. • All craft must comply with safety management systems, Queensland Department of Transport and Main Roads registration, maintenance and equipment requirements. • Schools using their own vessel/s must keep maintenance records as outlined in the guidelines for a safety management system. • A BoatSafe training provider must be used if issuing boat licences to students. 	<input checked="" type="checkbox"/>
<p>Students</p> <ul style="list-style-type: none"> • 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. 	<input checked="" type="checkbox"/>

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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. onboard fire, rescue of a person overboard, capsizing, sinking, running aground) and incorporate the advice from local authorities (e.g. marine rescue processes). 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. marine VHF radio, mobile phone, satellite 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. emergency position-indicating radio beacon [EPIRB]) an appointed emergency contact (e.g. the principal, local volunteer marine rescue service) who is provided activity details (the location, 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. safety regulations conforming to current Maritime Safety Queensland requirements, signalling for assistance, avoiding moving engine parts/propeller, process to rapidly communicate emergency advice to adult supervisors of impending severe events) and incorporate advice from local authorities, as appropriate. Access is required to first aid equipment (e.g. heat pack, ice pack, vinegar) and consumables suitable for foreseeable incidents. Consult National Standard for Commercial Vessels C7A and safety equipment for boats in Queensland for further information. Ready access is required to rescue equipment (e.g. working emergency signal such as whistle or air horn, a suitable means of cutting fishing line or rope). 	<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. rescue of a person overboard, basic survival techniques), safety procedures (e.g. signalling for assistance, avoiding moving engine parts/propeller, collision regulations, Maritime Safety Queensland requirements, vessel handling, communications) and correct techniques. Instruction is required for students and adult supervisors on safety procedures and correct techniques (e.g. starting the motor, craft handling, 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>The activity requirements have been met and any additional requirements for the activity are included below or attached.</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</p>	<input checked="" type="checkbox"/>

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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 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 [Maritime Safety Queensland](#) requirements for support when supervision planning.

Before the activity, all adult supervisors:

- must be familiar with the contents of the CARA record, including the Emergency and Supervision Plans.

During the activity, all adult supervisors:

- must provide active and direct supervision – be constantly vigilant, attentive and rescue 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 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.

At least one adult supervisor must be able to:

- recover a student from the water
- be able to take control of the vessel if required
- operate signalling devices needed in a duress situation, including marine radio and [flares](#).

At least one adult supervisor who holds a [recreational marine driver licence](#) must travel in the vessel with the student/s under instruction, providing direct and immediate supervision to students operating vessels.

A second adult supervisor must act as a lookout. The lookout must watch for approaching vessels, dangerous marine life and students in difficulty.

For schools that own and operate their own vessels:

consult Section 18A of the [Transport Operations \(Marine Safety\) Act 1994](#) and Notification of Exemption in [Queensland Government Gazette 23 June 2017](#) and consider the additional conditions when determining whether the adult supervisor is required to travel in the vessel with students.

- only an authorised BoatSafe Training Provider who is not a student is able to conduct of a BoatSafe course;
- students or unlicensed trainees must not operate the ship as its master unless:
- the ship is 4.5 metres or less in length; and
- the ship is powered by an engine of less than 15kW; and
- the ship is operating within smooth waters; and
- the school student or unlicensed trainee is under the direct supervision of a teacher or trainer who is in another ship nearby; and

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<ul style="list-style-type: none"> the teacher or trainer, who is directly supervising the school student or unlicensed trainee, holds a Queensland recreational marine driver licence or an equivalent licence issued under the law of another Australian State. <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>Activities will be lead by trained staff. Activities will suit the level and ability of the students and not beyond. Sun safety while outdoors will be adhered to</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>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, 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 or equivalent competencies. 	<input checked="" type="checkbox"/>
<p>An adult with concussion management knowledge or training is recommended. Consult Concussion in sport resources.</p>	<input checked="" type="checkbox"/>
<p>One adult supervisor with a recreational marine driver licence is to be embarked in each training ship. For schools that own and operate their own vessels, consult Section 18A of the Transport Operations (Marine Safety) Act 1994 and consider the additional conditions when determining whether the adult supervisor is required to travel in the vessel with students. Maritime-related enquiries should be directed to the nearest Maritime Safety Queensland regional office.</p>	<input checked="" type="checkbox"/>
<p>At least one adult supervisor is:</p>	

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a registered teacher with demonstrated ability to undertake instruction and training in power boating who holds a minimum of a recreational marine driver licence issued by Department of Transport and Main Roads; or	<input checked="" type="checkbox"/>
a registered BoatSafe trainer, working under the direct supervision of a registered teacher.	<input checked="" type="checkbox"/>
*See FAQ's for further support. Maritime-related enquiries should be directed to the nearest Maritime Safety Queensland regional office .	
Activities will be lead by trained staff. Activities will suit the level and ability of the students and not beyond. Sun safety while outdoors will be adhered to	

Facilities and Equipment

A seaworthy vessel/s suitable for the activity (e.g. hygiene facilities, accommodation if required) must be used.	<input checked="" type="checkbox"/>
Vessel must have a fixed Australian Builders Plate (capacity, capability and limitations of the vessel).	<input checked="" type="checkbox"/>
Vessels with basic flotation are not to operate outside smooth waters and vessels with level flotation are not to operate more than 15 nautical miles (nm) from land.	<input checked="" type="checkbox"/>
When operating tiller steered vessels, an engine kill switch lanyard must be worn at all times by operators.	<input checked="" type="checkbox"/>
All activities supported by a 'mother ship'.	<input checked="" type="checkbox"/>
Life jackets that comply with Australian standards for level 50 (smooth and partially smooth waters), 100, 150, 275 (beyond partially smooth waters) that are brightly coloured, are the correct size for the wearer and adjusted correctly must be worn at all times while on the water.	<input checked="" type="checkbox"/>
Prescription spectacles and sunglasses, if worn, to be secured with a suitable restraint.	<input checked="" type="checkbox"/>
Minimum safety equipment appropriate to the activity as per safety equipment for boats in Queensland must be available.	<input checked="" type="checkbox"/>

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Ensure no single navigation system is relied upon. Where an electronic system (e.g. GPS) is used, have spare batteries and another position-fixing method available (e.g. chart and compass).	☑
Ensure adequate fuel, drinking water, food and shade is available for the duration of the activity.	☑
Equipment correctly waterproofed and stowed securely in the vessel.	☑
Follow appropriate procedures for the use of incendiary devices, such as flares.	☑
Keys and starting devices must be removed when not in use and stored in a separate locked location.	☑
All equipment must be used in accordance with the manufacturer's instructions.	☑
Establish and employ a process for checking for damage for all equipment used in the activity.	☑
A retirement schedule must be developed to replace plant and equipment by manufacturers' nominated expiry date or when significant wear causes a hazard.	☑

Hazards and Control Measures

Environmental hazards	
<p>Dangerous marine life - e.g. crocodiles, sharks, stonefish, marine stingers, stonefish, sea snakes, blue-ringed octopus, cone shells, cyanobacteria, coral (scrapes)</p> <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. • Adhere to established practices regarding the use of insect repellent, outlined in insect viruses and allergies. 	☑

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<p>Environmental conditions - Weather, surrounds</p> <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. 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. Follow the school's sun safety policy, including appropriate clothing, 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. Continuously monitor conditions for emerging rips, strong currents, turbulence and under tows. Cease activities when environmental warnings have been issued (e.g. local government or lifeguard warning). 	<input checked="" type="checkbox"/>
<p>Facilities and equipment hazards</p>	
<p>Activity location</p> <ul style="list-style-type: none"> Location must be suitable for the activity being undertaken to ensure safe participation and that safety rules and procedures can be followed. Undertake a reconnaissance of new or infrequently used locations 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. debris, coral, rocks). 	<input checked="" type="checkbox"/>
<p>Vehicles and Vessels</p> <ul style="list-style-type: none"> Continually assess threat of vehicles or other vessels when loading/unloading vessels. Access to waterways for emergency vehicles and vessels must be available. 	<input checked="" type="checkbox"/>
<p>Chemicals</p> <ul style="list-style-type: none"> Refuel the vessel safely (e.g. all occupants to disembark prior to refuelling, switch off engines, maintain contact between hose nozzle and fixed pipe to prevent static sparks, ensure no smell of fuel from bilges). Do not allow students to refuel vessels. 	<input checked="" type="checkbox"/>
<p>Manual handling - Lifting equipment</p> <ul style="list-style-type: none"> Use correct manual handling processes when lifting, lowering, pushing, pulling or carrying. 	<input checked="" type="checkbox"/>
<p>Student considerations</p>	
<p>Clothing</p> <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. Students wear fit-for-purpose attire that is highly visible. 	<input checked="" type="checkbox"/>

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Injury <ul style="list-style-type: none"> Students aware of the location of emergency and first-aid equipment. 	<input checked="" type="checkbox"/>
Physical exertion - Exhaustion and fatigue <ul style="list-style-type: none"> Continually monitor students for signs of distress (e.g. fatigue, exhaustion, illness, hunger, dehydration, hypothermia, difficulty breathing and hyperventilation). 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 - Student numbers, special needs, high risk behaviours, medical conditions, separation from the group <ul style="list-style-type: none"> 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 (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"> Strongly encourage students to 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 Australian Maritime Safety Authority Marine Teachers' Association of Queensland Safety Management System reference material	
Activities will be lead by trained staff. Activities will suit the level and ability of the students and not beyond. Sun safety while outdoors will be adhered to	

Staff/Other Participants			
Family Name	Given Name	Type	Other Participants Role
Cunningham	Meredith	Staff Member	N/A
Francis	Timothy	Staff Member	N/A
Hamlyn	Sarah	Staff Member	N/A
Milne	Lance	Staff Member	N/A
Mulqueen	Terri	Staff Member	N/A
Perham	Phil	Staff Member	N/A
Rohan	Cindy	Staff Member	N/A
Seed	Stephanie	Staff Member	N/A
Stephenson	Belinda	Staff Member	N/A
Woolcock	John	Staff Member	N/A

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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.

The activity requirements have been met and any additional requirements for the activity are included below or attached.