



Risk Assessment

Reef Magic Education - Snorkelling Open Water and Island Activities

This document is a risk assessment for Reef Magic Education field trips to the outer Great Barrier Reef, Fitzroy Island and Green Island. The information relates to snorkelling and island discoveries as a curriculum activity.

Teachers, please consider the following questions when looking at the Risk Assessment;

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



Teachers/leaders:

Activity description:

Snorkel Open Water and Island Field Activities

Start date:

Finish date:

No. of students (approx.):

Class groups:

Supervision ratio (approx.):

Supervision

In addition to Reef Magic staff, **adequate teacher supervision is to be provided by the school.** 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 will be adhered to.

The ratio of students to Marine Biologist / Dive Master will be 10 to 1 for in water activities.

If there are groups over 10, a separate dedicated snorkel watch will be added.

A rescue tender will be in the water at all times.

Reef Magic Cruises would like to advise to teachers, students and parents that snorkelling can be a dangerous activity.

If participants have a medical condition that may impact on their safety, it is advised that a medical practitioner be consulted and cleared for snorkelling activities.

Please Note: Additional teacher / parent supervision may be required depending on:

- individual needs and number of students
- profile of the group including their degree of training and experience

Additional Information:

Qualifications

At a minimum the Reef Magic staff have Senior First Aid qualifications. Key staff on every field trip will have Advanced First Response. This includes:

- CPR
- Rescue Pod
- Oxygen Therapy
- Demand Valve
- Bag Valve Mask
- I Gels
- Defibrillation
- Bleed Management
- Fracture Management
- Spinal Care and Moving of Patient Care

All Marine Biologists have a current Blue Card.
The Biologists have a Dive Master Qualification.

Further Information:

Hazards and suggested control measures

All persons engaging in Reef Magic Education Field Trips should:

- Be aware of marine hazards
- Assess their significance
- Be prepared for potential risks

Hazards / Risks	Control Measures	Implementation Plans / Additional Controls	Immediate measures to deal with consequences of risks occurring	Risk Evaluation
Animal bites / Disease Marine Stingers Dangerous animals	Site briefings and information on marine stingers and dangerous animals. All students are to be aware that they are not allowed to touch corals and or animals.	A safety brief will be presented to all participants. Stinger suits will be provided at no additional cost to all participants. All students will be advised if it is stinger season.	As per Reef Magic procedures, all measures will be taken to deal with marine stingers / dangerous animals via First Aid and Advanced First Aid Response.	Low
Biological Material Bodily fluids, blood, saliva and sweat	Students with open cuts and abrasions are to be removed from the activity and treated immediately.	Briefing of all activities and health abilities and first Aid response will be heightened.	As per Reef Magic procedures, all measures will be taken to cease bodily fluids via First Aid and / or Advanced First Aid Response	Low
Environmental Conditions Tides, weather conditions, UV ratings and exposure, water visibility and currents	All weather conditions e.g. temperature and storms will be assessed before and during activities. All snorkel activities will be assessed for water depth and tidal flow. Students will be advised on snorkel area boundaries.	Crew will use tide tables where appropriate and brief snorkelers on tidal information. There will be contingency exit points available. Site briefings include environmental conditions and highlight the snorkel area. There will be a demonstration of hand/arm signals for students to communicate with crew whilst in the water. Students will be placed in groups and will be monitored at all times.	As per Reef Magic procedures, all measures will be taken to control environmental conditions. This will include snorkel guides and snorkel watch keepers. Students will be advised to return to the main vessel / Island if environmental conditions deteriorate. Rescue vessels will be on hand to assist students.	Medium

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Hazards / Risks	Control Measures	Implementation Plans / Additional Controls	Immediate measures to deal with consequences of risks occurring	Risk Evaluation
<p>Island Environmental conditions Island terrain, flora and fauna</p>	<p>All island activities will be detailed to the teachers and students. There will be clear directions on locations of island activities and snorkel areas.</p>	<p>Site briefing will include locations of planned activities with details of surrounding flora and fauna. Snorkel area will be outlined and all planned snorkel activities will be conducted with a crew member and a snorkel watch.</p>	<p>As per Reef Magic procedures, all measures will be taken to control environmental conditions. This will include snorkel guides and snorkel watch keepers. Staff will be patrolling the snorkel area and site locations on Fitzroy / Green Island. Small rescue vessels to assist any student in difficulty.</p>	<p>Medium</p>
<p>Physical exertion Strains, cramps, exhaustion and fatigue including shallow water black out.</p>	<p>Continuously monitor the students for signs of fatigue, and exhaustion</p>	<p>Snorkel brief and the use of snorkel aids in vests, noodles and a life ring will be available for the students.</p>	<p>As per Reef Magic procedures, all measures will be taken to deal with physical exertion via First Aid and / or Advanced First Aid Response</p>	<p>Medium</p>
<p>Special Needs student(s) High risk behaviours and medical conditions</p>	<p>Obtain parental permission which will include medical conditions. Students with medical conditions will need to have all their medical and /or emergency plans ready and available (Ventolin, EpiPen) Staff will be obtaining advice from teachers and parents. There will need to be adequate supervision and responsibility from the teachers.</p>	<p>All students will have a briefing on acceptable behaviour, conduct and communication links with the crew for in water activities on the Reef Magic Education field trips</p>	<p>As per Reef Magic procedures, all measures will be taken to control and manage Special Needs Students. This will include snorkel guides and snorkel watch keepers. Special needs students will have extra attention via teachers and or care givers. Students will be advised to return to the main vessel / Island if behaviour or medical conditions deteriorate. Small rescue vessels to assist any student in difficulty.</p>	<p>Low</p>

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Vessels / Boat Propeller	All students and teachers will be briefed on the hazardous events of collision with vessels	All snorkelling activities will be conducted when the main vessel propellers are stopped. There will be site briefing and all snorkel areas will be marked and outlined to the teachers and students. All planned activities will be detailed. Hand and /or arm communication signals will be demonstrated. There will be extra snorkel watch crew to keep check of all students in the water. The snorkel watch crew will have a whistle to alert any students and or teachers if they are entering a boating channel.	As per Reef Magic procedures, all measures will be taken to control vessel activities. This will include snorkel guides and snorkel watch keepers. Staff will be patrolling the snorkel area and site locations on Fitzroy / Green Island. Small vessels to assist any student in difficulty.	Low
Hot Weather / Cold weather and sunburn	The Marine Biologist will work with teachers prior to the field trip and provide details on items that all participants must have for the field trip. This will include: <i>sunscreen, hats, appropriate clothing, extra t-shirts, tracksuit pants, warm clothing etc...</i>	All field activities will be tailored to meet student capabilities and competencies. Scheduled rest times will be part of the day's itinerary. All students and teachers will be briefed on field activities with rest times. Water drinking stations and shady areas will be shown to all students and teachers. All participants will be given a lycra suit / wetsuit and advised to Slip Slop and Slap and/or keep warm during the day.	As per Reef Magic procedures, all measures will be taken to control student activities with rest times and boat access through the day.	Medium
Sea sickness	The Marine Biologist will work with teachers prior to the field trip and provide details on sea sickness tablets and advise the teachers to talk to parents about this preventative medication. Teachers to purchase sea sick tablets and distribute to students	All students will be advised to take a sea sickness tablet prior to travel.	As per Reef Magic procedures, all measures will be taken to control sea sickness via First Aid.	Low

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<p>Wet Decks/ trips/slips and falls</p>	<p>All participants will be briefed prior to travel on boat movement skills. All students and teachers will be advised to look for possible obstacles while walking or moving about the boat. Advice and demonstration will be given on securing snorkel equipment. There will be an increased risk of falling if walking with fins on.</p>	<p>Prior to travel the crew will conduct a safety briefing on the boat. At all times, one hand for the vessel e.g. handrail and one hand for yourself – stabilise. There will be no running, jumping or fast movements whilst on the vessel. All participants will be briefed on safety procedures with snorkelling equipment. No walking around in fins.</p>	<p>As per Reef Magic procedures, all measures will be taken to remove the casualty from danger and administer First Aid and/ or Advanced First Aid Response</p>	<p>Medium</p>

Approval

Approved as submitted:

Approved with the following conditions:

Not Approved for the following reasons:

By:

Designation:

Signed:

Date:

THE RISK MANAGEMENT PROCESS

The workplace health and safety risk management process involves the following steps:

1. **Identify the potential hazards**
2. **Assess the risk**
3. **Decide on the control measures**
4. **Implement the control measures**
5. **Monitor and review**

Ideally, this risk management process should be integrated into routine lesson planning.

Risk assessments are best completed by more than one person thinking about the hazards and controls. Therefore, you are encouraged to involve those planning and delivering the activity in the risk assessment process.

By incorporating effective risk management processes into curriculum planning, staff will be taking proactive measures to minimise the risk of harm to all involved.

Step 1. IDENTIFYING THE POTENTIAL HAZARDS

Hazards are things that have the potential to cause harm.

Once the hazards have been identified, the level of risk they pose needs to be assessed.

Step 2. ASSESS THE LEVEL OF RISK

Risk is the likelihood that a harmful consequence (e.g. injury) will occur when exposed to a hazard. As such, a risk level is made up of two elements, the: **Likelihood** of an incident happening and the consequence if it did happen.

$$\text{Risk} = \text{Likelihood} \times \text{Consequence}$$

Use the matrix below as a guide to assist with the risk assessment.

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Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Consequence Rating	Description of Consequence
1. Insignificant	No treatment required
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)
3. Moderate	Injury requiring medical treatment or lost time of four or fewer days
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation, or greater than four days lost time
5. Critical	Loss of life, permanent disability or multiple serious injuries

Step 3. DECIDE ON THE CONTROL MEASURES

The assessed inherent risk level will determine the degree of planning and approval required.

Risk Level		Action Required/Approval
Low	Little chance of incident or serious injury.	☑ Manage through regular planning processes.
Medium	Some chance of an incident and injury requiring first aid.	☑ Document controls in planning documents and/or complete a <i>Curriculum Activity Risk Assessment</i> .
High	Likely chance of a serious incident and injury requiring medical treatment.	<ul style="list-style-type: none"> • <i>Curriculum Activity Risk Assessment</i> required. • Principal or delegated head of program (i.e. DP, HOD, HOSES) to review and approve risk assessment. • Once approved, activity details to be entered in the <i>School Curriculum Activity Register</i>. • Parental/carer permission is recommended.
Extreme	High chance of a serious incident resulting in highly debilitating injury.	<ul style="list-style-type: none"> • Consider alternatives to the activity. • <i>Curriculum Activity Risk Assessment</i> detailing significant control measures will be required. • Principal to review and approve risk assessment. • Once approved, activity details to be entered in the <i>School Curriculum Activity Register</i>. • Parental/carer permission must be obtained for student participation.

Step 4. IMPLEMENT THE CONTROL MEASURES

Sufficient control measures are to be implemented to reduce the risk to an acceptable level.

For all high and extreme risk activities, the control measures should be implemented in accordance with the approved risk assessment.

Step 5. MONITOR AND REVIEW

At all times, the controls should be monitored to ensure they are providing the intended level of safety.