

Curriculum Activity Risk Assessment

Managing Catchments-Year 11/12

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Note: Use this Risk Assessment for a **high** or **extreme** risk activity where a Curriculum Activity Risk Assessment Guideline does not exist. If a [Curriculum Activity Risk Assessment Guideline](#) exists for your activity, it is to be adhered to and completed as your Risk Assessment.

Activity Description: Students investigate water quality by visiting a local catchment area.	
Teachers/Leaders: School staff, BUEEC teachers	
Class groups: Year 11/12	Number of students (approx.): TBC
Start date: 01/01/2019	Finish Date: 31/12/2019
Supervision ratio (approx.): TBC	

Use this risk assessment matrix as a guide to assess the inherent risk level. Refer to the attached appendix for further details.

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

Indicate the assessed risk level and undertake the actions required for that level of risk.

Inherent Risk Level			Action Required / Approval
<input checked="" type="checkbox"/>	Low	Little chance of incident or injury.	<input checked="" type="checkbox"/> Manage through regular planning processes
<input checked="" type="checkbox"/>	Medium	Some chance of an incident and injury requiring first aid.	<input checked="" type="checkbox"/> Document controls in planning documents and/or complete this <i>Curriculum Activity Risk Assessment</i> . <input checked="" type="checkbox"/> Consider obtaining parental/carer permission.
<input checked="" type="checkbox"/>	High	Likely chance of a serious incident and injury requiring medical treatment.	<input checked="" type="checkbox"/> A <i>Curriculum Activity Risk Assessment</i> is required to be completed. <input checked="" type="checkbox"/> Principal or head of program (e.g. DP, HOD, HOSES) approval prior to conducting this activity is required. <input checked="" type="checkbox"/> Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i> . <input checked="" type="checkbox"/> Obtaining parental permission is recommended.
<input type="checkbox"/>	Extreme	High chance of a serious incident resulting in highly debilitating injury.	<input checked="" type="checkbox"/> Consider alternatives to the activity. <input checked="" type="checkbox"/> A <i>Curriculum Activity Risk Assessment</i> is required to be completed. <input checked="" type="checkbox"/> Principal approval prior to conducting this activity is required. <input checked="" type="checkbox"/> Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i> . <input checked="" type="checkbox"/> Parental/carer permission must be obtained for student participation.

Minimum Standards

Listed below are the general 'minimum' recommendations for the management of **High** and **Extreme** risk activities. For any items you check "No", provide further information on the additional controls to be implemented. For any items that are not applicable, check N/A.

Minimum Supervision and Qualifications						
<input checked="" type="checkbox"/>	Registered teacher with minimum qualifications and experience as required by the nature of the activity					
	OR					
<input type="checkbox"/>	Registered teacher and an adult with minimum qualifications required to conduct this activity					
<input checked="" type="checkbox"/>	Sufficient adults with current First Aid qualifications including CPR					
Number of adults supervising the activity:		Teachers	min. 2*	Teacher Aides		Others
<input type="checkbox"/>	Blue Card requirements met					
<p><i>Note: The minimum adult supervision required will depend on the nature of the activity, individual needs, number of students, environment etc.</i></p> <p><i>If the activity is to be conducted by external leaders, obtain a copy of relevant qualifications and risk management information.</i></p>						
Further information:						
* Minimum 2 teachers required for a group of 30 students (2 BUEEC teacher + 1 visiting school teacher). Teacher Aides and adult helpers are welcome to provide additional supervision and support.						

Minimum Equipment/Facilities for the Activity	Yes	No	N/A
First Aid kit suitable for activity is readily available. See note below	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Communication system:	<input type="checkbox"/> telephone line at location <input checked="" type="checkbox"/> mobile phone <input type="checkbox"/> walkie talkies <input type="checkbox"/> student/adult messenger		
Other:			
Sun safety equipment if outdoors (hat, sunscreen, shirt, shade etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drinking water (students should not share drinking containers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitable personal protective equipment to be used	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All equipment and facilities comply with relevant safety standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Further information:			
Students/teachers are advised prior to the excursion to bring sun safety equipment and bottled drinking water. Compression bandage included in the first aid kit. BUEEC staff trained in snake bite first aid.			
<p>Note</p> <p>BUEEC staff carry a basic first aid kit suited to the area in which the excursion will take place. Schools are required to bring a first aid kit which meets the needs of that school in relation to the specific requirements of individual students and accompanying adults, as well as the variation to routine approval process of the school.</p>			

Governing Bodies/Associations	Yes	No	N/A
Do guidelines from a governing body exist for this activity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If so, have they been referred to and followed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Further information:			

Hazards and Control Measures

Listed below are indicative hazards/risks and suggested control measures. They are by no means exhaustive lists. Add details of any other hazards/risks or additional controls you intend to implement. For any items not applicable, please check N/A.

Hazards/Risks	Recommended Control Measures	Yes	No	N/A	Detail how this will be implemented and any additional controls
Students Medical conditions Special needs High-risk behaviours	<ul style="list-style-type: none"> Obtain parental permission, including relevant medical information. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The visiting school will provide class lists and advise BUEEC staff of medical information prior to or on the day of the excursion.
	<ul style="list-style-type: none"> When students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are readily available (i.e. insulin, Ventolin®, EpiPen®, etc). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Refer to Individual Education Plan/Educational Adjustment Plan/Behaviour Management Plan and other student documents. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Where necessary, obtain advice from relevant Advisory Visiting Teachers or specialist Teachers. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The centre staff will support teachers in implementing the school's behaviour management strategies and plans as required. Students will be instructed on behaviour requirements, with adult supervision of group required at all times.
	<ul style="list-style-type: none"> Refer to relevant student management/behaviour plans, or other student records. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/Risks	Recommended Control Measures	Yes	No	N/A	Detail how this will be implemented and any additional controls
	<ul style="list-style-type: none"> Provide additional supervision. Jewellery can be a serious hazard when undertaking many activities. All forms of jewellery should be considered in terms of the risk it presents for each activity. Procedures should be put in place to ban, dissuade or protect (e.g. tape) the wearing of jewellery accordingly. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>It is the responsibility of the visiting school to provide additional supervision should they deem it necessary.</p> <p>BUEEC staff will outline safety procedures and monitor the wearing of jewellery accordingly.</p>
Physical Contact with: - other people - flying objects - hard surfaces	<ul style="list-style-type: none"> Instruction in rules, safety procedures and prerequisite skills before participation in the activity. Protective equipment is used where required. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>BUEEC staff will discuss safety procedures and rules at the commencement of the activity.</p> <p>BUEEC will provide protective equipment where required.</p>
Physical Exertion Strains Sprains Fatigue and exhaustion	<ul style="list-style-type: none"> Appropriate warm-up and warm-down activities. Progressive and sequential skills development. First Aid equipment available - e.g. ice packs, water. Continuously monitor students for signs of fatigue and exhaustion. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>BUEEC staff will determine any physical limitations of students and match activity to students' ability/maturity. Staff will instruct and monitor safe practices and modify the activity to suit the needs of the students.</p> <p>Constantly monitor students for fatigue and establish rest stops where appropriate.</p>
Infection Control Body Fluids (e.g. Blood, saliva) Hygiene Food handling	<ul style="list-style-type: none"> Comply with Infection Control Guideline. Be prepared to deal with student injuries/accidents involving bodily fluids that are possible given the nature of the activity and students. Establish processes to maintain safe hygiene standards. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>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.</p>
Environmental Sun safety Weather conditions (e.g. storms, wind) Site hazards (e.g. isolation, heights, fauna, flora, noise, deep water) Vehicles	<ul style="list-style-type: none"> Adopt sun-safe strategies e.g. <ul style="list-style-type: none"> schedule activity early morning/late afternoon activity to be carried out under cover hats, sun-smart clothing, sunscreen. Monitor weather conditions - prepare contingency plan. Check site for hazards and implement controls as necessary. Check site for poisonous plants/dangerous animals. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All students are required to wear hat and sun-safe clothing and bring suitable sunscreen. Students to wear appropriate footwear at all times. Where possible, activity will undertaken in a shaded area.</p> <p>Assess weather conditions before and during activity.</p> <p>BUEEC teacher to visually inspect study area before student access to ensure no obvious evidence of pollution or hazards are present.</p>

Hazards/Risks	Recommended Control Measures	Yes	No	N/A	Detail how this will be implemented and any additional controls
	<ul style="list-style-type: none"> Establish safe, designated areas for people and vehicles. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teacher supervision of student areas.
Equipment/ Materials Hazardous substances Sharp implements High risk plant/ tools/equipment Electricity Props, stages, lights etc.	<ul style="list-style-type: none"> Refer to Material Safety Data Sheet (MSDS) for each hazardous substance used. Provide complete safety instructions on the use of all equipment. Establish safety zones for use of equipment. Electrical items are maintained as required, and visually inspected before use. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to pollutants - chemical or biological: <ul style="list-style-type: none"> All students to wear protective gloves while obtaining samples. All students to wash hands and other areas exposed to water contact with an antibacterial wash. BUEEC staff will discuss equipment (e.g. ipads, proscope and data collectors) prior to use, outlining correct procedures.

Other Hazards/Risks	Additional Control Measures
	These would relate to the specific student needs, locations and conditions in which you are conducting your activity.
Risk of unauthorised contact between a non-custodial parent and a child.	<ul style="list-style-type: none"> School requested to advise of any students with family law concerns. Teacher or other supervising adult from visiting school to approve contact with any student during activity. Under NO conditions are any students to leave group with a parent other than one of the supervisors for the day.
Students using public toilets/spaces.	<ul style="list-style-type: none"> Teacher supervision of student areas. * Check all public toilets prior to student use. * Move students away from persons of concern. * Monitor intentions and actions of any person approaching the group. * Contact police if a problem situation is encountered.
Biting, stinging or reaction to plant or animal samples.	<ul style="list-style-type: none"> Students instructed to NOT handle any plant or animal materials with bare hands. Students select and display samples only using equipment supplied. Students to take care not to spill or splash water samples while they are being carried. Check for ticks and other parasites regularly. * Students given safety briefing regarding venomous animals at the commencement of day.
Adverse terrain, riverbanks, rocky ledges, trees/branches	<ul style="list-style-type: none"> Do not allow students to climb trees. Constantly monitor surroundings for slip, trip and fall hazards. Ensure that everyone wears appropriate footwear at all times.
Medical emergency involving a teacher or supervisor of the group.	<ul style="list-style-type: none"> * BUEEC staff to be advised of teachers or supervisors with a medical condition which may result in an emergency situation. * School to provide additional supervision to accompany any teacher with a medical condition. * Teacher with medical condition to advise BUEEC staff of procedures in the event of an incident.

Submitted by: Mel Davis	Date: 04/12/2017
Indicate the names of staff involved in the preparation of this risk assessment. Melanie Davis Liz Booth	

Approval	
<input checked="" type="checkbox"/>	Approved as submitted:
<input type="checkbox"/>	Approved with the following conditions:
<input type="checkbox"/>	Not Approved for the following reasons:
By: Melanie Davis	Designation: Principal
Signed: <i>Mel Davis</i>	Date: 29/01/2019
Once approved, activity details should be entered into the School Curriculum Activity Register by administrative staff.	Reference No.

Monitor and Review <i>(To be completed during and/or after the activity.)</i>	Yes	No
Are the control measures still effective?	<input checked="" 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: Reviewed and amended 24/1/17		

Important Links

- HLS-PR-012: Curriculum Activity Risk management
<http://education.qld.gov.au/strategic/epr/health/hlspr012/>
- HLS-PR-003: First Aid
<http://education.qld.gov.au/strategic/epr/health/hlspr003/>
- HLS-PR-005: Health and Safety incident recording and notification
<http://education.qld.gov.au/strategic/epr/health/hlspr005/>
- SCM-PR-002: School Excursions
<http://education.qld.gov.au/strategic/epr/schools/scmpr002/>
- HRM-PR-010 Working With Children Check - Blue Cards
<http://education.qld.gov.au/strategic/epr/hr/hrmpr010/>
- HLS-PR-013: Developing a Sun Safety Strategy
<http://education.qld.gov.au/strategic/epr/health/hlspr013/>
- HLS-PR-006: Managing risks with chemicals in Department of Education and Training workplaces
<http://education.qld.gov.au/strategic/epr/health/hlspr006/index1.html>
- Infection Control Guideline
http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf
- Queensland School Sport
http://www.learningplace.com.au/default_suborg.asp?orgid=128&suborgid=788
- Electrical
<http://education.qld.gov.au/health/safety/hazards/electrical.html>
- Portable Electrical Power Equipment
<http://education.qld.gov.au/strategic/epr/health/hlspr012/resources/toolsportelectric.pdf>
- Recreational Diving, Recreational Technical Diving and Snorkelling Code of Practice 2010
http://www.deir.qld.gov.au/workplace/resources/pdfs/divingrecreational_code2010.pdf
- *Safety in Recreational Water Activities Bill 2011*
<http://www.legislation.qld.gov.au/Bills/53PDF/2011/SafeRecWAB11.pdf>

APPENDIX

MANAGING RISKS IN CURRICULUM ACTIVITIES

This document aims to assist staff undertake an effective risk assessment. The information presented here should be seen as the 'minimum expected standard' to manage risk, rather than the definitive list of requirements.

All the information presented should be carefully considered in respect to specific context, such as:

1. Which students will be involved? (age, maturity, experience, specific needs, number)
2. What will students be doing? (jumping, swimming, cutting, cooking, throwing etc)
3. What will students be using? (hazardous materials, sporting equipment, tools, stove etc)
4. Where will students be? (classroom, outdoors, pool, creek, at height etc)
5. Who will be leading the activity? (experience, qualifications etc)

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.

Hazards come in many forms - some are common and easily identifiable such as using machinery, falling from heights, javelin throwing, and infectious diseases.

Other hazards may not be as common and may be harder to identify, e.g. activities that would normally be low risk become much riskier when they are done in a new or unusual way, such as with younger students, with large groups, in unfamiliar settings, or for the first time.

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:

- (a) **Likelihood** of an incident happening, and
- (b) **Consequence** if it did happen.

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

There are many factors that influence the likelihood and consequence of an incident. A few examples include the:

- duration or frequency of the exposure to the hazard (e.g. sun or chemical exposure)
- competence of those undertaking the activity (no training or inexperience may lead to an accident)
- environmental conditions (e.g. water in the vicinity of electricity, getting injured in an isolated area)
- speeds, heights and weights of objects being used. The greater the force, the greater the impact.

To assess the level of risk, consider the likelihood of an incident happening in combination with the seriousness of the consequence.

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

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.	<ul style="list-style-type: none"> Manage through regular planning processes.
Medium	Some chance of an incident and injury requiring first aid.	<ul style="list-style-type: none"> 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.

[Curriculum Activity Risk Assessment Guidelines](#) have been developed for many common curriculum activities. These are available online and are updated when necessary. If a *Curriculum Activity Risk Assessment Guideline* exists for a specified activity being planned, the guideline is to be adhered to and completed as a risk assessment.

If unsure when to do a risk assessment, or how to do one, refer to [HLS-PR-012 Managing Risks in Curriculum Activities](#) and/or consult with the supervisor for advice and assistance.

Control measures are methods used to lower the level of risk to an acceptable level. The types of control measures are listed below in the 'hierarchy of control' - they should be considered and used in this preferred order:

- I. **Elimination:** remove the hazard completely from the workplace or activity
- II. **Substitution:** replace a hazard with a less dangerous one (e.g. using a softer ball, different location)
- III. **Isolation:** separate people from the hazard (e.g. safety barrier)
- IV. **Redesign:** making a machine or work process safer
- V. **Administration:** putting rules or training in place to make a workplace safer
- VI. **Personal Protective Equipment:** protective clothing and equipment (e.g. helmet, gloves, shin-pads).

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.

It is important to assess the effectiveness of the control measures you have implemented as the activity is being conducted and after the activity is completed. This step of the risk management process is often overlooked. If necessary, modify or add control measures to ensure safety.

Record any changes to the safety measures in the Monitor and Review section of the Curriculum Activity Risk Assessment for future reference.

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](#).

For further advice and support with risk management, 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](#).