

Brisbane Urban Environmental Education Centre

Curriculum Activity Risk Assessment

Activity Details

CARA Creation Date: 05-Dec-2019			
Activity:	Other	Activity Name:	Making It Better
Guidelines:	https://education.qld.gov.au/curriculum/school-curriculum/CARA/activity-guidelines		
Activity Description:	<p>Students are encouraged to develop a positive ethos that creates a sense of belonging and self-responsibility, whilst developing skills in teamwork, communication and leadership. Students will be involved in the following activities:</p> <ul style="list-style-type: none"> - Lily pad game - Blindfold maze race - Toxic waste problem solving activity - Ski activity - Ball toss communication activity - Design a game 		
Inherent Risk Level:	Low		
Inherent Risk Level Description:	Little chance of incident or serious injury		
Start Date:	Tuesday, 28 January, 2020	End Date:	Friday, 11 December, 2020
On School Grounds:	Yes	Is parental permission required for this activity?	No

Mandatory/Special Requirements

Provide information about mandatory/special requirements for each activity that is to occur in the Other Details box below.

Check if relevant Codes of Practice/[CARA activity guidelines](#) exist for each activity and ensure the minimum requirements are met.

Minimum 3 teachers required for a group of 30 students for practical activities (2 BUEEC teachers + 1 visiting school teacher). Teacher Aides and adult helpers are welcome to provide additional supervision and support. Evacuation and lockdown procedures will be shared with all students, teachers and adults at the commencement of the program.

Risk Management Details

Supervision Requirements

Provide information about supervision for each activity that is to occur in the Other Details box below.

Check if relevant Codes of Practice/[CARA activity guidelines](#) exist for each activity and ensure the minimum supervision requirements are met.

Minimum 3 teachers required for a group of 30 students for all practical activities (2 BUEEC teachers + 1 visiting school teacher). Teacher Aides and adult helpers are welcome to provide additional supervision and support.

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Qualification Requirements

Provide information about the leader/supervisor's relevant qualification and/or competence for each activity that is to occur in the Other Details box below.

Check if relevant Codes of Practice/[CARA activity guidelines](#) exist for each activity and ensure the minimum qualification requirements are met.

Registered teacher with minimum qualifications and experience as required by the nature of the activity.
Sufficient adults with current First Aid qualifications including CPR.

Equipment/Facility Requirements

Provide information about equipment/facilities for each activity that is to occur in the Other Details box below.

Check if relevant Codes of Practice/[CARA activity guidelines](#) exist for each activity and ensure the minimum equipment/facility requirements are met.

Students/teachers are advised prior to the excursion to bring sun safety equipment and bottled drinking water. Students will undertake some practical activities outdoors, however, hats, sunscreen and water will be monitored throughout.

Note

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.

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Hazards and Control Measures

Provide information about the identified risks and planned control measures for each activity that is to occur in the Other Details box below.

Check if relevant Codes of Practice/[CARA activity guidelines](#) exist for each activity. Information on managing common hazards and risks in the school environment can be found at [Hazards and Risks](#).

The visiting school will provide class lists and advise BUEEC staff of medical information prior to or on the day of the excursion.

BUEEC and the visiting school will provide a basic first aid kit. A representative from the school is required to carry medical details forms and medications (and instructions for use) as required.

BUEEC 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. It is the responsibility of the visiting school to provide additional supervision should they deem it necessary.

BUEEC staff will discuss safety procedures and rules at the commencement of the activity.

BUEEC will provide protective equipment where required.

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.

Constantly monitor students for fatigue and establish rest stops where appropriate.

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.

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.

Assess weather conditions before and during activity.

BUEEC teacher to visually inspect study area before student access to ensure no obvious evidence of pollution or hazards are present.

BUEEC staff to be advised of teachers or supervisors with a medical condition which may result in an emergency situation and provide additional supervision.

Staff/Other Participants

Family Name	Given Name	Type	Other Participants Role
Brown	Lachlan	Staff Member	N/A
Davis	Melanie	Staff Member	N/A
Devaney	Mark	Staff Member	N/A
Enchelmaier	Keith	Staff Member	N/A
Jensen	Jennifer	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.

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Minimum 3 teachers required for a group of 30 students when undertaking practical activities (2 BUEEC teachers + 1 visiting school teacher). Teacher Aides and adult helpers are welcome to provide additional supervision and support.

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.