

Brisbane Urban Environmental Education Centre

Curriculum Activity Risk Assessment

Activity Details

CARA Creation Date: 21-Jan-2020			
Activity:	Other	Activity Name:	Year 5 - Convict Clues
Guidelines:	https://education.qld.gov.au/curriculum/school-curriculum/CARA/activity-guidelines		
Activity Description:	Students will interrogate a variety of primary and secondary historical sources by: <ul style="list-style-type: none"> - Adopting the role of archeologist and take part in a simulated dig. (Centre) - Participating in a city tour of Convict Brisbane where they decipher clues to uncover the importance of five sites during the time of the Moreton Bay penal colony. (City) - Using digital technology in the form of iBooks and an audio diary to learn about convict experiences and gain a fuller picture of what life would have been like. 		
Inherent Risk Level:	Medium		
Inherent Risk Level Description:	Some chance of an incident and injury requiring first aid		
Start Date:	Wednesday, 27 January, 2021	End Date:	Friday, 10 December, 2021
On School Grounds:	No	Is parental permission required for this activity?	Yes

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.

Students instructed on safe crossing of the road/pathways at the start of the day and supervised during all crossings.

Operational procedures for BUEEC staff around the use of public transport, accidents and illness while in transit. (Only when travelling on a public bus with BUEEC staff from the centre)
The safety and wellbeing of the whole group is to be considered at all times.

Evacuation and lockdown procedures will be shared with all students, client 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 (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 activities.

All BUEEC staff hold current First Aid and CPR qualifications.

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.

Client students/teachers are advised prior to the excursion to bring sun safety equipment and bottled drinking water.

Client 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.

BUEEC staff will discuss equipment (e.g cameras, laptops, iPads etc) prior to use, outlining correct procedures and safety requirements.

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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](#).

This program takes place outside of a classroom. Students should bring along adequate sun protection, a hat and water bottle. Students will be monitored by BUEEC staff for fatigue and establish rest, food and water stops are timetabled into the excursion.

BUEEC staff will assess the appropriateness of weather conditions before and during the activity.

BUEEC staff will not allow students to climb trees, constantly monitor surroundings for slip, trip and fall hazards, and ensure that everyone wears appropriate footwear at all times.

BUEEC staff carry a basic first aid kit suited to area in which the excursion occurs.

The client school will provide class lists and advise BUEEC staff of medical information and individual behaviour/learning considerations prior to the excursion.

Client teachers with pre-existing medical condition are to advise BUEEC staff to procedures in the event of an incident.

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.

BUEEC staff will support client teachers in implementing the school's behaviour management strategies and plans as required. The BUEEC Student Code of Conduct will be adhered to throughout the program.

BUEEC staff will discuss safety procedures and expectations at the commencement of the activity with client staff and students.

BUEEC staff will monitor students for safe movement around the activity area and during activities.

Client schools are requested to advise of any students with family law concerns.

BUEEC staff supervision of learning areas to identify when there is a need to:

- * Move students away from persons of concern.
- * Monitor intentions/actions of any person approaching the group.
- * Contact police on 000/112 if a problem situation is encountered.

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
Jensen	Jennifer	Staff Member	N/A
Maher	Donna	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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Individual student needs e.g. personalised learning, support provisions (including behaviour support plans), health management (including health plans and prescribed medication requirements) will be identified, considered and any modifications put in place prior to the commencement of the program.

Students will be given explicit instruction on safe and respectful interactions with members of the public.