

# Curriculum Activity Risk Assessment Template

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Note: Use this Curriculum Activity Risk Assessment Template for a proposed **high** or **extreme** risk activity where a Curriculum Activity Risk Assessment (CARA) Guideline does not exist.

If a [CARA Guideline](#) exists for your activity, it is to be adhered to and completed as your risk assessment.

Activity Description: <b>CURRUMBIN WILDLIFE SANCTUARY</b>	
<b>School excursion to Currumbin Wildlife Sanctuary. Students visit the park and engage in educational activities based on native Australian wildlife.</b>	
Teachers / Leaders:	
Class Groups:	Number of Students (approx.):
Start Date:	Finish Date:
Supervision Ratio (approx.):	

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 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 permission
<input 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 delegated Deputy Principal or Head of Program (i.e. HOD, HOSES, HOC) 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 doing 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 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		Yes	No
<input type="checkbox"/> Registered teacher with minimum qualifications and experience as required by the nature of the activity; <b>or,</b> <input type="checkbox"/> Registered teacher and an adult with minimum qualifications required to conduct this activity		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sufficient adults with current First Aid qualifications including CPR		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Blue Card</a> * requirements are met (*see Important Links, p.7)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Number of adults supervising the activity:	Teachers	Teacher Aides	Others
<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 their qualifications and risk management information.</i></p>			
Further information: <b>- CWS staff: child ratios - Primary (1 per 5 students) and High School (1 per 10 students)</b> <b>- Registered teachers from schools accompanying classes</b>			

Minimum Equipment / Facilities for the Activity	Yes	No	N/A
First Aid kit suitable for activity is readily available - <b>at various check points at CWS</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Communication system: <input type="checkbox"/> phone-line at location <input checked="" type="checkbox"/> mobile phone; <input checked="" type="checkbox"/> walkie talkies <input type="checkbox"/> student/adult messenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All equipment and facilities comply with relevant safety standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Further information: <b>- Confirmation email advises teachers to bring sun safety equipment and water bottles</b>			

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: <b>- Zoo Association of Australia (ZAA) Education Guidelines</b>			





Other Hazards/Risks	Additional Control Measures These would relate to the specific student needs, locations and conditions in which you are conducting your activity.
<p>- Student bitten / scratched by animal during animal interaction times</p> <p>- Falls on same level – self closing seats in Green Guardian Theatre</p> <p>- Slips / Trips / Falls in park grounds or buildings</p> <p>- Extreme weather conditions / falling trees or tree branches</p>	<p>- Staff member to have relevant training in animal handling</p> <p>- Staff member to supervise students at all times during animal interaction times</p> <p>- Verbal safety instructions given prior to animal interaction by relevant staff member</p> <p>- There will be NO interaction with any animal classed as ‘Dangerous’</p> <p>- Staff member to be first aid trained and have access to first aid kit</p> <p>- Verbal instructions to be given to all occupants in Theatre prior to commencement of sessions advising that seats close automatically and to ensure seat is down prior to lowering body onto seat.</p> <p>- Pavers and paths regularly inspected and maintained</p> <p>- Adequate lighting throughout park</p> <p>- Pathways clearly delineated from garden beds</p> <p>- Yellow lines painted on paths to indicate exclusion zones for railway tracks</p> <p>- Good housekeeping procedures identified and implemented throughout all areas of the park</p> <p>- Areas restricted to student/guest access are clearly marked and/or barricaded</p> <p>- All stairways to be keep free of tripping hazards</p> <p>- Mouldy and slippery paths are cleaned appropriately as necessary</p> <p>- Weather conditions monitored by staff</p> <p>- Forecast extreme weather conditions monitored and warnings issued as per necessary</p> <p>- Schools contacted prior to visit if extreme weather conditions are forecast</p>

Other Hazards/Risks	Additional Control Measures These would relate to the specific student needs, locations and conditions in which you are conducting your activity.
<p>- Students falling from train or injuring themselves on the train. Students endangering others on train.</p> <p>- Excessive heat and UV exposure</p> <p>- Insect Bites / Stings / Allergic reactions</p>	<p>- Activities scheduled in sheltered areas</p> <p>- Problem trees identified, monitored and lopped as per assessed risk</p> <p>- High risk areas of the park are closed at times of extreme weather</p> <p>- Verbal safety instruction given by train drivers prior to leaving the train stations</p> <p>- Speaker system installed in every carriage for driver communications</p> <p>- Train drivers are trained and skilled in miniature train operation and passenger safety</p> <p>- All track areas have a 'clear-way' void to minimise branches / obstacles which could injure passengers if arms are outside carriages</p> <p>• It is a CWS policy that train drivers remove any passengers who disobey the safety instructions whilst on the train.</p> <p>- Regular breaks in shady / cool areas scheduled throughout planned activities</p> <p>- Indoor activities are in airconditioned buildings</p> <p>- The park is well treed providing many areas of shade</p> <p>- Undercover areas provided throughout the park</p> <p>- Water drinking fountains are located throughout the park</p> <p>- Schools are instructed to ensure students have wide-brimmed hats, sun screen and drinking water with them upon entry into the park</p> <p>- Schools to notify CWS prior to attendance of any students with known allergies</p> <p>- Signage at areas where nut or dairy (milk) products may be in use</p> <p>- All First Aid staff alerted when an allergic student is due in the park</p>

Other Hazards/Risks	Additional Control Measures These would relate to the specific student needs, locations and conditions in which you are conducting your activity.
<p>- Access or falls into water bodies</p> <p>- Wild Island</p>	<ul style="list-style-type: none"> <li>- Insect repellent is recommended and should be supplied by school</li> <li>- Students to remain on paths and activity areas at all times – no access to gardens</li> <li>- Students to be instructed to wash hands after touching animals or plants</li> <li>- Students to be supervised by Teacher / Parent helpers at all times</li> <li>- Student are not to be permitted to play at the edge of water bodies</li> <li>- Access to water bodies is not permitted at any time</li> <li>- Physical barriers are in place where practicable</li> <li>- All water bodies within park grounds have shallow edges minimising risk of drowning and assisting in easy rescue</li> <li>- Staff trained in water body rescue</li> <li>- Students are to supervised at all all times whilst in Wild Island</li> <li>- Signage at each activity indicating recommended ages suitable to the activity – must be adhered to at all times</li> <li>- Rules for safe play in Wild Island are clearly noted upon entry and must be adhered to at all times</li> <li>- Climbing is not permitted on the Wombat Tunnel or the entry structure</li> <li>- No climbing of fences</li> <li>- Breaking any of the signed rules may result in the removal of students from Wild Island</li> </ul>





Submitted by: <b>Caitlyn Feldmann and Petra Westergarrd</b>	Date: <b>18-Feb-13</b>
Indicate the names of those who were involved in the preparation of this risk assessment. - <b>Caitlyn Feldmann, Petra Westergaard and Rebecca Munoz</b>	

Approval	
<input type="checkbox"/>	Approved as submitted:
<input type="checkbox"/>	Approved with the following conditions:
<input type="checkbox"/>	Not Approved for the following reasons:
Approved by:	Designation:
Signed:	Date:
Once approved, activity details should be entered into the <b>School Curriculum Activity Register</b> by administrative staff.	Reference No.

<b>Monitor and Review</b> <i>(To be completed during and/or after the activity.)</i>	<b>Yes</b>	<b>No</b>
Are the control measures still effective?	<input 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:		

## Important Links

- HLS-PR-012: Managing Risks in School Curriculum Activities  
<http://education.qld.gov.au/strategic/eppr/health/hlspr012/>
- HLS-PR-003: First Aid for Schools and Non-school Locations  
<http://education.qld.gov.au/strategic/eppr/health/hlspr003/>
- HLS-PR-005: Health and Safety Incident Reporting and Notification  
<http://education.qld.gov.au/strategic/eppr/health/hlspr005/>
- SCM-PR-002: School Excursions  
<http://education.qld.gov.au/strategic/eppr/schools/scmpr002/>
- HRM-PR-010 Working With Children Check – Blue Cards  
<http://education.qld.gov.au/strategic/eppr/hr/hrmpr010/>
- HLS-PR-013: Developing a Sun Safety Strategy  
<http://education.qld.gov.au/strategic/eppr/health/hlspr013/>
- HLS-PR-006: Managing Occupational Risks with Chemicals  
<http://education.qld.gov.au/strategic/eppr/health/hlspr006/hs16.pdf>
- Infection Control Guideline  
[http://education.qld.gov.au/health/pdfs/healthsafety/infection\\_control\\_guideline.pdf](http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf)
- Queensland School Sport  
[www.schoolsport.qld.edu.au](http://www.schoolsport.qld.edu.au)
- Electrical  
<http://education.qld.gov.au/health/safety/hazards/electrical.html>
- Portable Electrical Power Equipment  
<http://education.qld.gov.au/strategic/eppr/health/hlspr012/portelecequip.html>

## APPENDIX

### MANAGING RISKS IN CURRICULUM ACTIVITIES

This document aims to assist staff undertake effective curriculum risk management. 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 the nature of the activity and your 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, risks 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 those 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, heavy impact in contact sports and infectious diseases.

Other hazards may not be as common and may be harder to identify. For example, 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 of students, 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 we are 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 your 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; 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 more than four days lost time
5. Critical	Loss of life, permanent disability or multiple serious injuries

### Step 3. DECIDE ON THE CONTROL MEASURES

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

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

[Curriculum Activity Risk Assessment \(CARA\) 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 you are unsure when you need to do a risk assessment, or how to do one, refer to [HLS-PR-012 Managing Risks in Curriculum Activities](#) and/or consult with your supervisor for advice and assistance.

Control measures are the things we do 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**

You will need to implement sufficient control measures to reduce the risk to an acceptable level.

For all high and extreme risk activities, the controls measures should be implemented in accordance with the approved Curriculum Activity Risk Assessment.

#### **Step 5. MONITOR AND REVIEW**

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

It is important to assess the effectiveness of the controls 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.

#### **IMPORTANT LINKS**

- HLS-PR-012: Managing Risks in School Curriculum Activities  
<http://education.qld.gov.au/strategic/epr/health/hlspr012/>
- Curriculum Activity Risk Assessment (CARA) Guidelines  
<http://education.qld.gov.au/strategic/epr/health/hlspr012/index1.html>
- SCM-PR-002: School Excursions  
<http://education.qld.gov.au/strategic/epr/schools/scmpr002/>

#### **FURTHER INFORMATION**

For further support with risk management contact your supervisor and/or:

- trained staff in schools such as:
  - Curriculum Risk Management Coordinators
  - Workplace Health and Safety Officers (WHSOs)
  - Workplace Health and Safety Representatives (WHSRs),
- Regional staff such as, Senior Health and Safety Consultants.