BDSSS 13-19yrs CURRICULUM ACTIVITY RISK ASSESSMENT

	11 EPHOLIE IM	5 BUNDAR	BERSHS, STLUKES		L GINGINS
Curriculum Activity (Attach the EQ Activity Guide			, , , , , , , , , , , , , , , , , , , ,	· govern	
Risk Level	Low	iencj			
Details of Activity	TENPI	., 2.			
Teachers / Leaders of			CAULEY, MICHAEL	SLY TORI HE	NSEL.
Activity			BISHOP, MICHEL		,
Year Levels Involved	10-12				
Start Date	17/02/21		End Date	31/03/21	
Approximate Supervision Ratio	9:60				No. of the State o
Venue	BUNDY	Bow	L & LEISURE	£	
Minimum supervision re as per Education Queensla			lanagement Guideline)	Yes	□ No
A registered teacher wil	ll be present to	take overal	l control	Yes	☐ No
Minimum qualification as per Education Queensla			Janagement Guideline)	Yes	☐ No
Current first aid qualific (CPR) or ready access to		===	/5	I.A YES	☐ No
Blue Card requirements	met			✓ Yes	☐ No
Vinimum Equipment / as per Education Queensla				Yes	☐ No
f NO for any of the above, risk will be managed through the ollowing					
Suggested control meas as per Education Queensla			anagement Guideline)	√ Yes	☐ No
f NO, risk will be managed brough the following	Y				
s parental permission in equired for this activity?	Yes	☐ No	If YES has it been gained?	☑ Yes	☐ No
Does the Venue holding he Competition/Trials wave a Covid-19 Safe	✓ Yes	☐ No	If NO (and it is a School), does the Principal of that School approve the use of their school and comply with the Covid-19 Safety measures	f Yes	□ No
extra Information					

APPROVAL	
Approved as submitted	
Approved with the following condition(s)	
Not approved for the following reason(s)	
By: Paul Thompson Signed: Justil	Designation: BDSSS Chair
Signed: Mathy	Date:17/2/21
	trained in these procedures and read the relevant
	La
Monitor and Review	
Are the control measures still effective?	Yes No
Have there been any changes?	Yes No
Are further actions required?	Yes No
Details:	
Completed By	Date / /

Curriculum Activity Risk Assessment INSERT NAME OF ACTIVITY HERE



Note: Use this Risk Assessment for a **high** or **extreme** risk activity where a Curriculum Activity Risk Assessment Guideline does not exist. If a <u>Curriculum Activity Risk Assessment Guideline</u> exists for your activity, it is to be adhered to and completed as your Risk Assessment.

Activity Descri	ription: Ten Pin Bow	ling	E -
Teachers/Lea	aders: Sonja White,	Leigh McAuley, Debbie Bishop,Tori ,	Michael Sly, Michelle Ridge
Class groups	: Years 10, 11 & 12	(Seniors)	Number of students (approx.): ⁵⁵
Start date:	17/02/2021	Finish Date: 31/03/2021	Supervision ratio (approx.): 9:55

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

Likelihood	Consequence						
Likeiiiiood	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.

	Inher	ent Risk Level	Action Required / Approval
	Low	Little chance of incident or injury.	✓ Manage through regular planning processes
\square	Medium	Some chance of an incident and injury requiring first aid.	 ☑ Document controls in planning documents and/or complete this Curriculum Activity Risk Assessment. ☑ Consider obtaining parental/carer permission.
	High	Likely chance of a serious incident and injury requiring medical treatment.	 ✓ A Curriculum Activity Risk Assessment is required to be completed. ✓ Principal or head of program (e.g. DP, HOD, HOSES) approval prior to conducting this activity is required. ✓ Once approved, activity details are to be entered into the School Curriculum Activity Register. ✓ Obtaining parental permission is recommended.
	Extreme	High chance of a serious incident resulting in highly debilitating injury.	 ☑ Consider alternatives to the activity. ☑ A Curriculum Activity Risk Assessment is required to be completed. ☑ Principal approval prior to conducting this activity is required. ☑ Once approved, activity details are to be entered into the School Curriculum Activity Register. ☑ 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.

Minir	num Supervision	and Qualif	ications					
\checkmark	Registered teacher wi	ith minimum qua	alifications and	dexperier	nce as required by the	e nature of th	ne activ	vity
	Registered teacher ar	nd an adult with	minimum qua	lifications	required to conduct	this activity		
✓	Sufficient adults with	current First Aid	qualifications	including	CPR			
Numbe	er of adults supervising	the activity:	Teachers	6	Teacher Aides	Oth	ers 4	
	Blue Card requiremen	nts met						
Note:	The minimum adult so of students, environm		red will depen	d on the i	nature of the activity,	individual ne	eds, n	umber
	If the activity is to be a management information		ternal leaders	, obtain a	a copy of relevant qua	alifications ar	nd risk	
Furthe	r information:		4				4	
1 teach	er or parent for each so	chool group and	Bundy Bowl 8	Leisure	provides 3-4 coaches	S.		
1								
	₄							
Minir	mum Equipment/	Facilities fo	r the Activ	vity		Yes	No	N/A
	mum Equipment/			rity		Yes	No	N/A
First A			able ne at location	✓	mobile phone student/adult messer	V	No	N/A
First A	id kit suitable for activity	y is readily avail	able ne at location	✓		V	No	N/A
First A Comm Other:	id kit suitable for activity unication system:	y is readily availa telephone li walkie talkie	able ne at location es	✓		V	No 🗆	N/A
First A Comm Other:	id kit suitable for activity unication system:	y is readily avail: telephone li walkie talkie	able ne at location es reen, shirt, sha	ade etc)		V	No 🗆	N/A
First A Comm Other: Sun sa Drinkir	id kit suitable for activity unication system: afety equipment if outdoing water (students shou	y is readily avails telephone li walkie talkie pors (hat, sunscr	able ne at location es reen, shirt, shanking containe	ade etc)		nger	No 🗆	N/A
First A Comm Other: Sun sa Drinkir Suitab	id kit suitable for activity unication system: afety equipment if outdoing water (students should be personal protective e	y is readily availated to be seen to be	able ne at location es reen, shirt, sha nking containe used	ade etc)		nger	No	N/A
First A Comm Other: Sun sa Drinkir Suitab All equ	id kit suitable for activity unication system: afety equipment if outdoing water (students shou	y is readily availated to be seen to be	able ne at location es reen, shirt, sha nking containe used	ade etc)		nger	No	N/A
First A Comm Other: Sun sa Drinkir Suitab All equ Furthe Bundy	id kit suitable for activity unication system: afety equipment if outdoing water (students should personal protective exipment and facilities contributed in the con	telephone li walkie talkie walkie talkie oors (hat, sunscruld not share drirequipment to be omply with relevans coaches	able ne at location es reen, shirt, sha nking containe used ant safety star	ade etc) ers)	student/adult messer	nger		
Other: Sun sa Drinkir Suitab All equ Furthe Bundy	id kit suitable for activity unication system: afety equipment if outdoing water (students should personal protective exipment and facilities controlled in the control of	telephone li walkie talkie walkie talkie wors (hat, sunscruld not share drirequipment to be omply with relevant societate to phone at the fatter the phone at the fatter walkie was coaches t, phone at the fatter walkie was coaches to the fatter walkie wal	able ne at location es reen, shirt, shanking containe used ant safety star	ade etc) ers) indards	student/adult messer	nger		
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Other: Sun sa Drinkir Suitab All equ Furthe Bundy	id kit suitable for activity unication system: afety equipment if outdoing water (students should personal protective exipment and facilities controlled in the control of	telephone li walkie talkie walkie talkie wors (hat, sunscruld not share drirequipment to be omply with relevant societate to phone at the fatter the phone at the fatter walkie was coaches t, phone at the fatter walkie was coaches to the fatter walkie wal	able ne at location es reen, shirt, shanking containe used ant safety star	ade etc) ers) indards	student/adult messer	nger		

Governing Bodies/Associations	Yes	No	N/A
Do guidelines from a governing body exist for this activity?	✓		
If so, have they been referred to and followed?	\checkmark		
Further information:			la la
Tenpin Bowling Association Qld TBAQ			
,			
			*
~			

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	 Obtain parental permission, including relevant medical information. When students with medical conditions are involved, ensure that relevant medical/ emergency plans and medications are readily available (i.e. insulin, 	✓			Each school has permission forms that students and parents have signed prior to playing Teacher/parents would ensure medication and emergency plans are available.
	Ventolin®, EpiPen®, etc). Refer to Individual Education Plan/Educational Adjustment Plan/Behaviour Management Plan and other student documents.	V			Teachers will be aware of any and all special consideration such as health, ISP, Behavior plans, etc.
	Where necessary, obtain advice from relevant Advisory Visiting Teachers or specialist Teachers.	√			
	Refer to relevant student management/behaviour plans, or other student records.	✓	7		

Hazards/Risks	Recommended Control Measures	Yes	No	N/A	Detail how this will be implemented and any additional controls
	 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. 				Students have to follow school rules re jewelry as well as TBAQ rules
Physical Contact with: - other people	 Instruction in rules, safety procedures and prerequisite skills before participation in the activity. 	7			Bundy Bowl & Leisure Head Coach goes over rules and procedures of safety & bowling etiquette
flying objectshard surfaces	 Protective equipment is used where required. 				Students bring their own protective or supporting gear if they require it.
Physical Exertion Strains	 Appropriate warm-up and warm-down activities. 	√			\$. T
Sprains Fatigue and	 Progressive and sequential skills development. 	\checkmark			
exhaustion	First Aid equipment available - e.g. ice packs, water.	\checkmark			
	 Continuously monitor students for signs of fatigue and exhaustion. 	7			
Infection Control Body Fluids	 Comply with <u>Infection Control</u> <u>Guideline</u>. 	V			Bundy Bowl & Leisure has current Covid-19 Plan BDSSS also has procedures to
(e.g. Blood, saliva) Hygiene Food handling	 Be prepared to deal with student injuries/accidents involving bodily fluids that are possible given the nature of the activity and students. 	✓			follow should there be a Covid -19 outbreak
×	 Establish processes to maintain safe hygiene standards. 	V			1 .
Environmental Sun safety Weather conditions (e.g. storms, wind) Site hazards (e.g. isolation, heights, fauna,	 Adopt sun-safe strategies e.g. schedule activity early morning/late afternoon activity to be carried out under cover hats, sun-smart clothing, sunscreen. 			V	
flora, noise, deep water)	 Monitor weather conditions - prepare contingency plan. 			✓	
Vehicles	 Check site for hazards and implement controls as necessary. 	V			
	Check site for poisonous plants/dangerous animals.			V	

Hazards/Risks		Recommended Control Measures	Yes	No	N/A	Detail how t implemente additional	d and any
		ablish safe, designated as for people and vehicles					
Equipment/ Materials Hazardous substances	She	er to Material Safety Data eet (MSDS) for each ardous substance used.			V	-	
Sharp implements High risk plant/	inst	vide complete safety ructions on the use of all ipment.	✓				
tools/equipment Electricity • E		ablish safety zones for use quipment.	V				
Props, stages, lights etc.	as r	etrical items are maintained equired, and visually sected before use.	d 🔲		V	4	
Other Hazards/F	Risks	Additional Control Mea These would relate to the s conducting your activity.		dent ne	eds, locati	ons and conditions	in which you are
		,					

Submitt	Submitted by: Sonja White			Date: 16/02/2021			
Indicate Sonja W	e the names of staff involved in the preparation of the hite, Leigh McAuley, Debbie Bishop, Tori , Mich	of this risk assessment. ael Sly, Michelle Ridge					
Appro	oval						
	Approved as submitted:		al.				
	Approved with the following conditions:			21			
	Not Approved for the following reasons:			· ·			
Ву:		Designation:					
Signed:	:	Date:					
Once a Activity	pproved, activity details should be entered into t y Register by administrative staff.	he School Curriculum	Reference N	No.			
	or and Review (To be completed during and	I/or after the activity.)		Yes	No		
Are the	control measures still effective?						
Have th	nere been any changes?	я					
Are furt	her actions required?	•					
Details:							

Important Links

- HLS-PR-012: Curriculum Activity Risk management http://education.qld.gov.au/strategic/eppr/health/hlspr012/
- HLS-PR-003: First Aid http://education.qld.gov.au/strategic/eppr/health/hlspr003/
- HLS-PR-005: Health and Safety incident recording and notification http://education.gld.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.gld.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 risks with chemicals in Department of Education and Training workplaces http://education.gld.gov.au/strategic/eppr/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/eppr/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:

- 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.

Risk = Likelihood x 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						
Likeiiiiood	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 Curriculum Activity Risk Assessment.
High	Likely chance of a serious incident and injury requiring medical treatment.	 Curriculum Activity Risk Assessment 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 School Curriculum Activity Register. Parental/carer permission is recommended.
Extreme	High chance of a serious incident resulting in highly debilitating injury.	 Consider alternatives to the activity. Curriculum Activity Risk Assessment detailing significant control measures will be required. Principal to review and approve risk assessment. Once approved, activity details to be entered in the School Curriculum Activity Register. Parental/carer permission must be obtained for student participation.

<u>Curriculum Activity Risk Assessment Guidelines</u> 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 <a href="https://https

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.