DEPARTMENT OF **EDUCATION AND TRAINING**

Curriculum Activity Risk Assessment **Template**

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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: BDSSS Swimming Carnival	
Teachers/Leaders: 2 X teachers per school	
Class groups: N/A	Number of students (approx.): 420
Start date: 4/03/2019 Finish Date: 4/03/2019	Supervision ratio (approx.): 1:15

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
☐	**Low**	Little chance of incident or 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 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.

Minimum Supervision and Qualifications	Yes	No
☑ Registered teacher with minimum qualifications and experience as required by the nature of the activity; **or**, ☑ Registered teacher and an adult with minimum qualifications required to conduct this activity	☑	☐
Sufficient adults with current First Aid qualifications including CPR	☑	☐
Number of adults supervising the activity: Teachers 25+ Teacher Aides Others		
Blue Card requirements are met	☑	☐
Note: The minimum adult supervision required will depend on the nature of the activity, individual needs, number of students, environment etc. *If the activity is to be conducted by external leaders, obtain a copy of relevant qualifications and risk management information.*		
Further information: District Swimming Carnival - 2 teachers per school + teacher officials		

Minimum Equipment/Facilities for the Activity	Yes	No	N/A
First Aid kit suitable for activity is readily available	☑	☐	
Communication system: ☑ telephone line at location ☑ mobile phone ☐ walkie talkies ☑ student/adult messenger	☑	☐	
Other:			
Sun safety equipment if outdoors (hat, sunscreen, shirt, shade etc)	☑	☐	☐
Drinking water (students should not share drinking containers)	☑	☐	☐
Suitable personal protective equipment to be used	☑	☐	☐
All equipment and facilities comply with relevant safety standards	☑	☐	☐
Further information: Teachers in attendance, First Aid Kit in box and canteen, Lifesaver in attendance.			

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?	☑	☐	☐
Further information: FINA (Swim Rules)			

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.

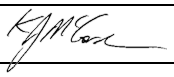
Hazards/Risks	Recommended Control Measures	Yes	No	N/A	Detail how this will be implemented and any additional controls
Students Medical conditions Special needs High-risk behaviours	▪ Obtain parental permission, including relevant medical information.	☑	☐	☐	Each school gets permission forms
	▪ When students with medical conditions are involved, ensure that relevant medical/ emergency plans and medications are readily available (i.e. insulin, Ventolin®, EpiPen®, etc).	☐	☐	☑	AWD students have not competed for a number of years but will be catered for.Relevant personnel will be attending.
	▪ Refer to Individual Education Plan/Educational Adjustment Plan/Behaviour Management Plan and other student documents.	☐	☐	☑	
	▪ Where necessary, obtain advice from relevant Advisory Visiting Teachers or specialist Teachers.	☐	☐	☑	
	▪ Refer to relevant student management/behaviour plans, or other student records.	☐	☐	☑	
	▪ Provide additional supervision.	☐	☐	☑	
Physical Contact with: - other people - flying objects - hard surfaces	▪ Instruction in rules, safety procedures and prerequisite skills before participation in the activity.	☑	☐	☐	PA: Announcements in relation to no running etc.
	▪ Protective equipment is used where required.	☑	☐	☐	Some students may choose to wear goggles and/or a swimming cap
Physical Exertion Strains Sprains Fatigue and exhaustion	▪ Appropriate warm-up and warm-down activities.	☑	☐	☐	30 mins warm up 3.30-4:00PM
	▪ Progressive and sequential skills development.	☐	☐	☑	
	▪ First Aid equipment available - e.g. ice packs, water.	☑	☐	☐	
	▪ Continuously monitor students for signs of fatigue and exhaustion.	☑	☐	☐	Parents in attendance - Managers are responsible

Hazards/Risks	Recommended Control Measures	Yes	No	N/A	Detail how this will be implemented and any additional controls
Infection Control Body Fluids (e.g. Blood, saliva) Hygiene Food handling	▪ 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.	☑ ☐ ☑	☐ ☐ ☐	☐ ☑ ☐	 Canteen professionally run by a council body.
Environmental Sun safety Weather conditions (e.g. storms, wind) Site hazards (e.g. isolation, heights, fauna, flora, noise, deep water) Vehicles	▪ Adopt sun-safe strategies e.g. ☑ 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 ▪ Establish safe, designated areas for people and vehicles	☑ ☑ ☑ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☑ ☑	Afternoon/night carnival Shade tents Weather will be checked through BOM in the afternoon and communication will occur with all schools if weather is likely to be dangerous.
Equipment / Materials Hazardous substances Sharp implements High risk plant / tools / equipment Electricity Props, stages, lights etc.	▪ 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	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☑ ☑ ☑ ☑	Bundaberg Swimming Club responsibility.

Other Hazards/Risks	**Additional Control Measures** These would relate to the specific student needs, locations and conditions in which you are conducting your activity.

Submitted by: Mervyn McDonald	Date: 20/02/2019
Indicate the names of staff involved in the preparation of this risk assessment. Mervyn McDonald - Carnival Convenor.	

Approval	
☑	Approved as submitted:
☐	Approved with the following conditions:
☐	Not Approved for the following reasons:

By: Karen McCord - Principal BSHS	Designation: BDSSS President
Signed: 	Date: 22/2/2019
Once approved, activity details should be entered into the **School Curriculum Activity Register** by administrative staff.	Reference No.

Monitor and Review *(To be completed during and/or after the activity.)*	**Yes**	**No**
Are the control measures still effective?	☐	☐
Have there been any changes?	☐	☐
Are further actions required?	☐	☐
Details:		

Important Links

- HLS-PR-012: Curriculum Activity Risk management
- HLS-PR-003: First Aid for Schools and Non-school Locations
- HLS-PR-005: Health and Safety Incident Reporting and Notification
- SCM-PR-002: School Excursions
- HRM-PR-010 Working With Children Check - Blue Cards
- HLS-PR-013: Developing a Sun Safety Strategy
- HLS-PR-006: Managing Occupational Risks with Chemicals
- Infection Control Guideline
- Queensland School Sport
- Electrical
- Portable Electrical Power Equipment

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.

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**				
	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

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 http://education.qld.gov.au/strategic/eppr/health/hlspr012/index.html#contacts.

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