**CARA 2023**

**CYCLING**

* This generic template is provided to support schools in implementing the [Managing risks in school curriculum activities procedure](https://ppr.qed.qld.gov.au/pp/managing-risks-in-school-curriculum-activities-procedure).
* The [CARA planner](https://ppr.qed.qld.gov.au/attachment/cara-planner.docx) must be used in conjunction with this guideline for the specific school context, considering additional risks, hazards and controls and including environmental, facility, equipment and student considerations.
* Depending on the scope of this activity, other risk assessments may be required when planning. Curriculum activities encompassing more than one [CARA guideline](https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines) must comply with the requirements of all CARA guidelines appropriate to the activity.
* For activities conducted at a non-Department of Education venue, and/or when engaging external expertise, request written risk assessment advice and attach it to this CARA record.
* For activities conducted off-site, schools must comply with the [School excursions and international school study tours procedure](https://ppr.qed.qld.gov.au/pp/school-excursions-and-international-school-study-tours-procedure).
* For activities conducted as part of representative school sport programs, schools should consult with [Queensland School Sport](https://queenslandschoolsport.education.qld.gov.au/).

**Activity scope**

|  |
| --- |
| Activity will take place at the Luke Harrop Cycling Track and sometimes on the Fire trails through Pine Ridge Conservation park next to the Gold Coast Performance Centre. Teacher willl lead students to Luke Harrop track . |

|  |  |
| --- | --- |
| **Inherent risk level[[1]](#footnote-1)** | |
|  | | **CONSEQUENCE** if an incident were to occur | | | |
| **MINOR**  Injury requiring first aid treatment | **MODERATE**  Injury requiring medical treatment | **MAJOR**  Injury requiring specialist medical treatment or hospitalisation | **CRITICAL**  Injury resulting in loss of life or permanent disability |
| **LIKELIHOOD**  of an incident occurring without control measures in place | **ALMOST CERTAIN**  Expected to occur in most circumstances | Medium | **High** | **Extreme** | **Extreme** |
| **LIKELY**  Will probably occur in most circumstances | Medium | **High** | **High** | **Extreme** |
| **POSSIBLE**  Might occur occasionally | Medium | **High** | **High** | **High** |
| **UNLIKELY**  Could happen at some time | Low | Medium | Medium | **High** |
| **RARE**  May only occur in exceptional circumstances | Low | Low | Low | Medium |

|  |  |
| --- | --- |
| **Inherent Risk level** | Low risk:  Medium risk:  High risk:  Extreme risk: |

**Activity requirements**

|  |
| --- |
| **Students**   * Schools must consider age, maturity and skill level of students when planning curriculum activities. Adjustments are required for [students with disability](https://education.qld.gov.au/curriculum/stages-of-schooling/p-12) to support access and participation in the curriculum. Consult with the parents/carers of students with disability, or when appropriate the student, to ensure risks related to their child’s participation in the activity are identified and managed. * Schools must consult current student medical information and/or health plans in accordance with the [​Managing students' health support needs at school](https://ppr.qed.qld.gov.au/pp/managing-students-health-support-needs-at-school-procedure) procedure. Record information about any student condition (e.g. physical or medical) that may inhibit safe engagement in the activity and include specific support measures within emergency procedures. * The school’s [sun safety strategy](https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/sun-safety-strategies) must be followed if participating outside. * Follow the[*Managing excessive heat in schools*](https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/managing-excessive-heat-schools)guidelines on hot days.   **Emergency and first-aid**   * Emergency plans and injury management procedures must be established for foreseeable incidents (e.g. separation from group, fire/evacuation). * Adult supervisors must have: * emergency contact details of all participants * a medical alert list and a process for administering student medication; * communication equipment suitable to conditions (e.g. mobile phone) and a process for obtaining external assistance and/or receiving emergency advice; * an appointed emergency contact (e.g. the Principal). * Safety procedures must be determined for the location (e.g. roll marking, process to rapidly communicate emergency advice to adult supervisors of impending severe events) and are to be informed by available safety information (e.g. venue/expert advice, manufacturer’s instructions, product labels, vendor SDS and SOP) . * Access is required to [First aid equipment](https://education.qld.gov.au/initiativesstrategies/Documents/first-aid-kits-facilities.DOCX) and consumables suitable for foreseeable incidents. * For participants with known allergies, schools must comply with the [Supporting students with asthma and/or at risk of anaphylaxis at school procedure](https://ppr.qed.qld.gov.au/pp/supporting-students-with-asthma-and-or-at-risk-of-anaphylaxis-at-school-procedure) and the school’s [Anaphylaxis Risk Management Plan](https://ppr.qed.qld.gov.au/attachment/anaphylaxis-risk-management-plan.docx), including an adult supervisor of the activity with [anaphylaxis training](https://etraining.allergy.org.au/). * An adult with current emergency qualifications for foreseeable incidents is required to be quickly accessible to the activity area.   **Induction and instruction**   * Induction is required for all adult supervisors on emergency procedures, safety procedures and correct techniques. If the activity is conducted at an off-site facility, induction is to be informed by advice provided in consultation with expertise at the venue. * Instruction is required for students on safety procedures and correct techniques (e.g. preventing injury).   **Consent**   * [Parent consent](https://ppr.qed.qld.gov.au/attachment/activity-consent-form.docx) is required for all activities conducted off-site. For activities conducted on-site, [parent consent](https://ppr.qed.qld.gov.au/attachment/activity-consent-form.docx) is required for extreme risk activities and strongly recommended for high risk activities conducted on-site. |
| **Students**   * RBSLEC staff will consult the E2 (Diverse Learners form) to capture students with special or medical conditions. RBSLEC staff will discuss plans and adjustments with visiting school teachers. * RBSLEC Sun Safety policy will be implemented and monitored during the activity.   **Emergency and First Aid**   * RBSLEC holds emergency contact details for all students in office. * Student medical details are filed at RBSLEC office with visiting school staff to manage medication needs of students (eg. taking asthma puffer, epi-pen). * RBSLEC teachers/instructors will have a mobile phones to contact emergency services, RBSLEC office, school and group leaders. * RBSLEC staff to contact RBSLEC Principal at the first sign of an emergency situation. Principal is provided the route to be followed and estimated time of departure/arrival. * RBSLEC staff to provide students with a thorough safety and technique induction prior to beginning the activity. * Safety procedures must be determined for the location (e.g. appropriate distance between riders, location of first aid support and equipment). * Both RBSLEC staff members carry First Aid kits to apply initial first aid as required. * At least one of the instructing RBSLEC staff members will have the following first aid qualifications:   HLTAID001 Provide cardiopulmonary resuscitation  HLTAID002 Provide basic emergency life support  HLTAID003 Provide first aid  **Induction and Instruction**   * RBSLEC staff are responsible for student and adult supervisor induction on emergency procedures (e.g. separation from group) and safety procedrues (e.g. road rules, appropriate distance between riders). * Instruction is required for students and adult supervisors on correct techniques (e.g. all students must wear helmets, use of breaks and gears correct adjustment of seat and/or handlebars, manual handling techniques for transporting maintenance equipment).   **Consent**  • Parent consent is required for all activities conducted off-site. For activities conducted on-site, parent consent is required for extreme risk activities and strongly recommended for high risk activities conducted on-site. |
| **Supervision**  Principals make final supervision decisions for the activity. Sufficient adult supervision must be provided to manage the activity safely (including emergency situations).   * For activities with students with a medical condition or disability that may impact on safety during the activity, consultation with parents is required prior to allocating supervision to determine the impact of students’ disability on safety during the activity. * The number of adult supervisors required to fulfil emergency and supervision roles must consider the nature of the activity, students’ ages, abilities and specialised learning, access and/or health needs. * Before the activity, all adult supervisors: * must be familiar with the contents of the CARA record * must assess [weather conditions](http://www.bom.gov.au/), and obtain accurate information on [tides](http://www.bom.gov.au/australia/tides/#!/qld), depths, currents and other expected water conditions (if applicable) prior to undertaking the activity, inspecting the intended location in order to identify variable risks, hazards and potential dangers. * During the activity, all adult supervisors: * **must** be readily identifiable * **must** closely monitor students with health support needs * **must** comply with control measures from the CARA record and adapt as hazards arise * **must** suspend the activity if the conditions become unfavourable (e.g. poor visibility, extreme temperatures, thunderstorms). |
| **Supervision**   * RBSLEC staff will provide sufficient supervision in order to manage the safety of the activity. * RBSLEC staff will consult the E2 Medical Form to become aware of any students with medical issues or disabilities. RBSLEC staff will consult with visiting teachers to discuss program adjustments. * RBSLEC staff will check and constantly monitor weather conditions before and during the activity, and suspend the activity if weather conditions become unfavourable. * RBSLEC staff will be easily identifiable by wearing RBSLEC uniform. * Adult supervisors will accompany inexperienced students. * Visiting teacher will be required to support RBSLEC staff with behaviour management and general supervision. |

|  |
| --- |
| **Supervisor qualification**  Principals make final decisions in determining supervisor capability (competence, relevance and currency) and are responsible for encouraging and enabling school-based activity supervisors to raise their qualifications to improve safety standards.   * All adult supervisors must comply with the [Working with children authority procedure](https://ppr.qed.qld.gov.au/pp/working-with-children-authority-procedure) and be able to identify, and respond to, risks or hazards that may emerge during the activity. * A registered teacher **must** be appointed to maintain overall responsibility for the activity. * At least one adult supervisor is required to be:   Low risk level   * A registered teacher with knowledge of the activity and its potential hazards   or   * An adult supervisor, working under the direct supervision of a registered teacher, with competence (knowledge and skills) in the activity.   Medium risk level   * A registered teacher with competence (knowledge and skills) in teaching the activity   or   * An adult supervisor, working under the direct supervision of a registered teacher, with qualifications in the activity or similar.   High risk level   * A registered teacher with qualifications in the activity (or equivalent demonstrated capability) and with competence (knowledge and skills) in teaching the activity   or   * An adult supervisor, working under the direct supervision of a registered teacher, with qualification or current accreditation in the activity.   Extreme risk level   * A registered teacher with qualifications or current accreditation in the activity   or   * An adult supervisor, working under the direct supervision of a registered teacher, with a high level qualification or accreditation in the activity. |
| **Supervisor qualification**   * A registered teacher or RBSLEC staff member with competence (knowledge and skills) in teaching cycling will supervise the activity at all times. * A registered teacher or RBSLEC staff member instructing the session will have qualifications in First Aid and CPR. * At least one of the instructing RBSLEC staff members will have the following first aid qualifications:   HLTAID001 Provide cardiopulmonary resuscitation  HLTAID002 Provide basic emergency life support  HLTAID003 Provide first aid |
|  |
| **Facilities and equipment**  The qualified adult supervisor of the activity, in consultation with the principal, determines the requirements for facilities and equipment appropriate to the local context.   * Consult [*Chemicals in curriculum activities*](https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines) for support in assessing the risks of chemicals used with/by students in curriculum activities. * If a CARA record is required in OneSchool, a summary of chemicals, plant, equipment and/or materials used in the activity must be provided by entering directly onto the CARA record in OneSchool or by attaching a summary. Sample templates are provided on [*Chemicals in curriculum activities*](https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines) and [*Plant, equipment and materials in curriculum activities*](https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines)*.* * Location must be suitable for the activity being undertaken, including sufficient space, adequate lighting and ventilation to ensure safe participation and that safety rules and procedures can be followed. This may be in a specialised facility (e.g. laboratory) or other suitable location (e.g. incursion, field trip). Undertake a reconnaissance of new or infrequently used locations to ascertain suitability. * Designated areas for the activity, spectators and vehicles are established (e.g. safety/exclusion zones considering buildings, pedestrians, members of the public, vehicles and other activities). * Participants must wear [Personal protective equipment](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/resources) as relevant (e.g. enclosed footwear). * Equipment must be sized to match the ability and strength of students and used in accordance with the manufacturer’s instructions. * If privately owned equipment is being used, Principal approval and owner consent/insurance details must be obtained prior to the activity. |
| **Facilities and equipment**   * Activity will take place at the Luke Harrop Cycling Track and Fire trails through the Conservation park next to the Gold Coast Performance Centre. * Participants must wear secured and correctly fitted helmets for the duration of the activity. * Participants must wear [personal protective equipment](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/managing/school-officers) as relevant (e.g. enclosed footwear). * Equipment must be sized to match the ability and strength of students. * All equipment must be used in accordance with the manufacturer's instructions. * A retirement schedule must be developed to replace equipment (e.g. bicycles, helmets) by manufacturers' nominated expiry date or when significant wear causes a hazard. * Bicycles and tyres appropriate for the activity and terrain that have been maintained, inspected and serviced regularly by an appropriately competent person must be used ensuring: * brakes function as designed and provide effective braking * wheels are firmly attached and have no loose or damaged spokes and are sufficiently straight and true * tyres have sufficient tread and are at the appropriate pressure * all bearing surfaces and fittings are appropriately adjusted * handlebars are suitably tightened to prevent movement and handlebar grips and plugs are fitted and secured * pedals are intact and saddles are attached and secure * seat posts do not exceed the manufacturers specified maximum height after adjustment * appropriate parts lubricated * Ensure students know the correct direction to cycle around the track and to stay single file on the left side. * Bikes checked at the start of lesson (chain, tyres and breaks) |

**Hazards and control measures**

Information on managing common hazards and risks in the school environment can be found at [Hazards and risks](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/hazards).

*Add rows to the tables as necessary.*

|  |  |
| --- | --- |
| **Considering environmental hazards** | **Planned control measures** |
| **Environmental conditions** Weather Surrounds Surfaces | * Hats and sunscreen recommended. * Monitor participants for cold related illness in cold weather conditions. * Drink breaks occur regularly. Each student will have access to their water bottles in the shed. |
| **Tree branches and rocks** | * Helmets worn at all times. * Teacher leads the way at all times. |
| **Wildife** | * Instruct students not to feed wildlife and how to respond to approaching wildlife. |
| **Considering facilities and equipment hazards** | **Planned control measures** |
| **Chain falling off, breaks not working and flat tyres** | * Bikes are checked at the start of the activity. * Students are instructed to come off the cycling track immediately with their bike if chain falls off to prevent colliding with another cyclist. * Regular equipment checks to be conducted during the activity on all parts of bicycles (e.g. brakes, tyres, chains and gears, handlebars and seats). * Ensure spare equipment is available in case of emergency. * Route has be predermined and seen prior to commencement of cycling. |
| **Collision with another cyclist** | * Clear instructions given on which direction to cycle * Students are instructed to stay on the left * At least a metre distance when behind another cyclist * Ensure when over taking another cyclist give lots of distance and always go back to the left side * Students aware to move off the track if they fall off. They are aware that teachers/adult supervisors have first aid equipment and will assist them in an accident. |
| **Considering students** | **Planned control measures** |
| **Head injury** | * Helmets are required to be worn on the bike and check to ensure they are fitted correctly |
| **Falling off the bike** | * Instructions given on how to use the gears and breaks properly. Practice session before going on Luke Harrop track. |
| **Physical exertion** Exhaustion and fatigue | * Continually monitor students for fear and/or hesitancy, loss of balance, signs of fatigue and exhaustion. * Establish regular rest stops, considering the age and fitness level of students. |
| **Student issues**  Student numbers Special needs High risk behaviours Medical conditions Separation from the group | * System in place for students to clearly communicate the need for assistance if in difficulty. * The removal of accessories (e.g. jewellery, lanyards)is recommended before participating. * Ensure fingernails and hair do not pose a hazard. * Enclosed footwear required for the activity. * Implement procedures (e.g. buddy system) to account for all participants. * Appoint designated group roles (e.g. leader, group member, tail end).   Brief all participants on:   * potential hazards (e.g. slopes) * appropriate behaviours to help keep themselves safe during the activity (e.g. monitor speed on steep down hill grades. Avoid skidding and sliding around turns) |

| **Monitoring and Review** *(to be completed during and/or after the activity.)* | **Yes** | **No** |
| --- | --- | --- |
| Have additional hazards been identified? |  |  |
| Were the control measures effective? |  |  |
| Are further or different actions required? |  |  |
| Details: | | |

1. *The* ***inherent risk level*** *is determined before any control measures are put in place. Refer to the* [CARA planner](https://ppr.qed.qld.gov.au/attachment/cara-planner.docx). [↑](#footnote-ref-1)