**CARA 2023**

**Workshops, Movie Night, Remember the Lyrics, Dj night, Trivia, Astronomy.**

* 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**

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| Students partake in various engaging activities inside one of the classroom spaces.  |

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| **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 |

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| **Inherent Risk level** | Low risk: [x]  Medium risk: [ ]  High risk: [ ]  Extreme risk: [ ]  |

**Activity requirements**

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| **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.
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| **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.

**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.
* Visiting staff have details of RBSLEC Duty manager and Principal in the event of an emergency.

**Induction and Instruction*** An induction process including a review of CARA of Workshops, Movie Night, Remember the Lyrics, DJ Night, Trivia, Astronomy and site-specific procedures at RBSLEC.
* Low risk activities allowed to be facilitated by visiting school staff after being briefed on RBSLEC procedures and protocols. This may include a lesson plan.
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| **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).
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| **Supervision*** One RBSLEC staff member required for evening workshops and activities. Visiting staff and or RBSLEC USO Staff / Astronomy Coordinator to run Workshops, Movie Night, Remember the Lyrics, DJ night, Trivia and Astronomy with technical support from the RBSLEC duty manager.
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| **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.
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| **Supervisor qualification*** Qualified teachers and Unit Support staff. Staff will hold the relvant qualification for the activity and be experienced in the running of the activity. Staff will also hold relevant CPR and first aid qualifications.Visiting staff will be supported by the RBSLEC Duty manager when needed for self faciliated sessions.
* 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 |
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| **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.
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| **Facilities and equipment*** Activity will take place in the the Runaway Bay Sport and Leadership Excellence Centre facillities.
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**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.*

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| **Considering environmental hazards** | **Planned control measures** |
| **Hydration and heat exhaustion** | * RBSLEC staff to ensure students are given adequate drink breaks to stay hydrated and cool down.
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| **Inappropriate level of noise** | * Volume is kept to an appropiate level when viewing material on the screen.
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| **Considering facilities and equipment hazards** | **Planned control measures** |
| **Electricity** | * RBSLEC staff that any extension leads used for power are out of reach and do not pose a tripping hazard.
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| **Considering students** | **Planned control measures** |
| **Injuries** | * Students aware of the location of any emergency and first aid equipment.
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| **Physical contact** | * RBSLEC staff ensure there is sufficient space to avoid collisions.
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| **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)