

# Numinbah Valley Environmental Education Centre

## Curriculum Activity Risk Assessment

### Activity Details

CARA Creation Date: 30-Mar-2023	
Activity:	<b>Bushwalking</b>
Activity Scope:	<p>This guideline is provided to support schools in implementing the <a href="#">Managing risks in school curriculum activities procedure</a>.</p> <p>The <a href="#">CARA planner</a> must be used for the specific school context in conjunction with this guideline considering additional risks, hazards and controls and including environmental, facility, equipment and student considerations.</p> <p>For activities beyond the scope of this guideline, complete a CARA record using the <a href="#">CARA generic template</a>.</p> <p><b>This guideline relates to student participation in bushwalking in mainly natural areas as an activity to support curriculum delivery during daylight hours.</b></p> <p><a href="#">Australian Standard 2156.1-2001: Walking tracks - Classification and signage</a></p> <p>Depending on the scope of this activity, other risk assessments may be required when planning. Curriculum activities encompassing more than one CARA guideline (e.g. <a href="#">Bushwalking</a> while <a href="#">Camping</a>) must comply with the requirements of all CARA guidelines appropriate to the activity.</p> <p>Schools should consider conducting this activity at a Department of Education Outdoor and Environmental Education Centre (O&amp;EEC) and consult with <a href="#">O&amp;EEC</a> centre staff for risk assessment requirements.</p> <p>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.</p> <p>For activities conducted off-site, schools must comply with the <a href="#">School excursions</a> and <a href="#">International school study tours</a> procedure.</p>
Guidelines:	<a href="https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines">https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines</a>
Activity Description:	Bushwalking Advanced and Camping (e.g. Duke of Edinburgh) refers to hiking in a bushland setting, using roads, trails or tracks. Students are required to carry all their equipment, food, water and shelter in backpacks. Overnight camping may or may not be involved.
Inherent Risk Level:	High
Inherent Risk Level Description:	<p>Class 4:</p> <ul style="list-style-type: none"> <li>• Tracks provide opportunities for visitors to explore and discover relatively undisturbed natural environments along defined and distinct tracks with minimal (if any) facilities. They provide minimal interpretation and facilities. Users can expect opportunities for solitude and few encounters with others. Users require a moderate level of specialised skills such as navigation skills. Users may require maps and navigation equipment to successfully complete the track. Users need to be self-reliant, particularly in regard to emergency first aid and possible weather hazards.</li> </ul> <p>Class 5:</p> <ul style="list-style-type: none"> <li>• Tracks provide opportunities for visitors with outdoor skills to discover the natural environment. Visitors require a higher degree of specialised skills such as navigation skills. Users may require maps and navigation equipment to successfully complete the track. Users need to be self-reliant, particularly in regard to emergency first aid and possible weather hazards.</li> </ul> <p>Class 6:</p> <ul style="list-style-type: none"> <li>• Users require previous experience in the outdoors and a high level of specialised skills such as navigational skills. Users will generally require a map and navigation equipment to complete the track or route, which are usually mountainous or in remote areas. Users need to be self-reliant, particularly in regard to emergency first aid and possible weather hazards.</li> </ul>
Start Date:	Monday, 24 April, 2023
End Date:	Wednesday, 24 April, 2024

# Numinbah Valley Environmental Education Centre

## Curriculum Activity Risk Assessment

On School Grounds:	No	Is parental permission required for this activity?	Yes
--------------------	----	--	-----

### Activity Requirements

Reference to [Australian Adventure Activity Standard](#), [Bushwalking Australian Adventure Activity Good Practice Guide](#) is required when planning this activity.

Prior consultation is required with local authority (e.g. [Department of Environment and Science](#) [for track closures] and [Queensland Fire & Emergency Service](#)) for local advice, emergency support mechanisms and additional supervision requirements to ensure participant and public safety.

Permission/permits are required to be obtained from land managers (e.g. [QGPF](#), local councils or private landholders), if applicable.

#### Students

Schools must consider age, maturity and skill level of students when planning curriculum activities. Adjustments are required for [students with disability](#) 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](#) 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.

#### Emergency and first-aid

Emergency plans and injury management procedures (e.g. provision of) must be established for foreseeable incidents (e.g. separation from group, medical emergency, thunderstorm, [first aid](#), [preventing and managing snake bites](#)).

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. two-way radio, mobile phone) and a process for obtaining external assistance and/or receiving emergency advice. Note that battery life can be impacted by weather conditions.
- recovery/rescue equipment suitable to the location (e.g. emergency position-indicating radio beacon [EPIRB] or personal locator beacon [PLB], flares).
- an appointed emergency contact (e.g. the Principal, a park ranger, or local police) who is provided with a route card listing activity details (outline of the route to be followed, the number and names of the party, the estimated time of departure/arrival
- emergency shelter/protection locations and alternative routes that consider foreseeable emergencies (e.g. injury, bushfire, thunderstorm, extreme temperature, tides).

Safety procedures must be determined for the location (e.g. location of first aid support and equipment, roll marking, process to rapidly communicate emergency advice to adult supervisors of impending severe events).

Access is required to [First aid equipment](#) and consumables suitable to the activity for foreseeable incidents.

An adult with current emergency qualifications is required to be quickly accessible to the activity area. Emergency qualifications include:

- [HLTAID009](#) Provide cardiopulmonary resuscitation (CPR);
- [HLTAID011](#) Provide first aid;
- [HLTAID013](#) Provide first aid in remote situations;

# Numinbah Valley Environmental Education Centre

## Curriculum Activity Risk Assessment

<ul style="list-style-type: none"> <li>• or equivalent competencies.</li> </ul> <p><b>Induction and instruction</b></p> <p>Induction is required for all adult supervisors on emergency procedures (e.g. separation from group, basic first aid procedures e.g. <a href="#">snakes</a>, ticks, leeches) and safety procedures (e.g. remain on the path, maintain a reasonable walking speed). 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.</p> <p>Instruction is required for students and adult supervisors on correct techniques (e.g. appropriate toileting procedures for the duration of the walk, sources of drinking water).</p> <p><b>Consent</b></p> <p><a href="#">Parent consent</a> is required for all activities conducted off-site and strongly recommended for high risk activities conducted on-site.</p>	
<p><b>The activity requirements have been met and any additional requirements for the activity are included below or attached.</b></p>	<input checked="" type="checkbox"/>
<p>Visiting teacher responsible for liaising with NVEEC staff prior during planning stages to ascertain medical/disability/support requirements. Medical alert list &amp; emergency contact information to be carried by visiting teacher&amp; provided to NVEEC staff.</p>	

### Risk Management Details

<b>Supervision</b>	
<p>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' medical condition or disability on safety during the activity.</p>	<input checked="" type="checkbox"/>
<p>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. The <a href="#">Bushwalking Australian Adventure Activity Good Practice Guide</a> should be consulted for supervision ratios.</p>	<input checked="" type="checkbox"/>
<p>Before the activity, all adult supervisors:</p> <ul style="list-style-type: none"> <li>• must be familiar with the contents of the CARA record</li> <li>• must assess <a href="#">weather conditions</a>, and obtain accurate information on <a href="#">tides</a>, depths, currents and other expected water conditions (if applicable) and conditions of the terrain prior to undertaking the activity, inspecting the intended location in order to identify variable risks, hazards and potential dangers (e.g. fire or flash flooding susceptibility and potential flying items during strong winds).</li> </ul>	<input type="checkbox"/>
<p>During the activity, all adult supervisors:</p> <ul style="list-style-type: none"> <li>• must be readily identifiable</li> <li>• must closely monitor students with health support needs</li> <li>• must comply with control measures from the CARA record and adapt as hazards arise</li> <li>• must suspend the activity if the conditions become unfavourable (e.g. poor visibility, extreme temperatures, thunderstorms).</li> </ul>	<input type="checkbox"/>
<p>Visiting school's staff to consult with parents of students with medical condition or disability, as to safety and impacts related to activity. Visiting school staff to discuss relevant medical conditions or disability with NVEEC staff during booking/planning process, prior to arrival.</p>	

# Numinbah Valley Environmental Education Centre

## Curriculum Activity Risk Assessment

Supervisor Qualifications	
All adult supervisors must comply with the <a href="#">Working with Children Authority - Blue Cards</a> procedure and be able to identify, and respond to, risks or hazards that may emerge during the activity.	<input checked="" type="checkbox"/>
A registered teacher must be appointed to maintain overall responsibility for the activity.	<input checked="" type="checkbox"/>
At least one adult supervisor is required to be:	
A registered teacher with qualifications relevant bushwalking activities from the <a href="#">Sport, Fitness and Recreation Training Package</a> or similar (or equivalent demonstrated capability). Refer to the competencies outlined in the <a href="#">Bushwalking Australian Adventure Activity Good Practice Guide</a> for guidance.	<input checked="" type="checkbox"/>
OR	
An adult supervisor, working under the direct supervision of a registered teacher, with <a href="#">Certificate III in Outdoor Leadership</a> or <a href="#">Certificate III in Sport and Recreation</a> , similar or higher. Refer to the competencies outlined in the <a href="#">Bushwalking Australian Adventure Activity Good Practice Guide</a> for guidance.	<input checked="" type="checkbox"/>

Facilities and Equipment	
Location must be suitable for the activity being undertaken. Undertake a reconnaissance of new or infrequently used locations to ascertain suitability. Consider the geography when planning the route, to avoid walking along cliff edges (slipping hazard) and below cliff faces (falling rocks). Plan alternative routes in case of emergency situations (e.g. bushfire, thunderstorm, extreme temperature, king tide).	<input checked="" type="checkbox"/>
Participants must wear <a href="#">Personal protective equipment</a> as relevant (e.g. long-sleeved shirt and pants for all weather extremes, wind and rain jacket and suitable enclosed footwear).	<input type="checkbox"/>
Personal equipment for all participants required including, but not limited to: <ul style="list-style-type: none"> <li>individual drinking containers with each participant carrying 2-3 litres of water for each day;</li> <li>personal food supplies in excess of the requirements of the planned walk, including emergency rations for 24 hours more than the initial planned duration;</li> <li>insect repellent, sunscreen and personal hygiene items as necessary;</li> <li>toileting equipment (if applicable);</li> <li>a bag for rubbish; and</li> <li>waterproof containers for all equipment that can be damaged by water.</li> </ul>	<input type="checkbox"/>
All equipment must be used in accordance with the manufacturer's instructions.	<input type="checkbox"/>
Establish and employ a process for checking for damage for all equipment used in the activity.	<input type="checkbox"/>
A retirement schedule must be developed to replace equipment by manufacturers' nominated expiry date or when significant wear causes a hazard.	<input type="checkbox"/>
If privately owned equipment is being used, Principal approval, owner consent/insurance details must be obtained prior to the activity.	<input type="checkbox"/>
Facilities and Equipment requirements as specified in NVEEC Standard Operating Procedure.	

# Numinbah Valley Environmental Education Centre

## Curriculum Activity Risk Assessment

<b>Hazards and Control Measures</b>	
Further to those listed, include any additional hazards and control measures considering the local context of the activity.	
<b>Animal bites/diseases</b> - stings, poisoning, infection	
Observe wildlife from a safe distance.	<input type="checkbox"/>
Instruct students not to feed wildlife and how to respond to approaching wildlife.	<input type="checkbox"/>
Adhere to established practices regarding the use of insect repellent, outlined in <a href="#">Insect viruses and allergies</a> .	<input type="checkbox"/>
<b>Environmental conditions</b> -weather, surrounds, surfaces	
The school's <a href="#">sun safety strategy</a> must be followed.	<input type="checkbox"/>
Brief all participants on the potential hazards (e.g. thorned flora, steep slopes).	<input checked="" type="checkbox"/>
Constantly monitor surroundings for weather, terrain and wildlife hazards during the bushwalk.	<input checked="" type="checkbox"/>
Follow the <a href="#">Managing excessive heat in schools</a> guidelines when participating in very hot or extreme heat conditions.	<input type="checkbox"/>
Monitor participants for cold related illness (e.g. hypothermia) in cold weather conditions.	<input type="checkbox"/>
Ensure drink breaks occur regularly. Make water available for individual participants between drink breaks.	<input type="checkbox"/>
<b>Injury</b>	
Students aware of the location of emergency and first-aid equipment.	<input type="checkbox"/>
<b>Physical exertion - exhaustion and fatigue</b>	
Conduct appropriate lead-up activities.	<input type="checkbox"/>
Participants able to easily carry the overall backpack weight.	<input type="checkbox"/>
Establish rest stops, considering the age and fitness level of students.	<input checked="" type="checkbox"/>
Continually monitor participants for signs of fatigue and exhaustion.	<input type="checkbox"/>
Adopt system of signals to clearly communicate the need for assistance if in difficulty.	<input type="checkbox"/>

# Numinbah Valley Environmental Education Centre

## Curriculum Activity Risk Assessment

<b>Student issues</b> - separation from the group, high risk behaviours	
Maintain contact between all group members through regular checks on group numbers.	<input type="checkbox"/>
Implement procedures (e.g. buddy system, roll marking mechanisms) to account for all participants.	<input checked="" type="checkbox"/>
Appoint designated group roles (e.g. leader, group member, tail end).	<input type="checkbox"/>
<b>Visibility</b>	
Have students wear easily identifiable clothing (e.g. high visibility rash vest).	<input type="checkbox"/>
Ensure staff can easily recognise those students with health support needs and are familiar with their needs.	<input type="checkbox"/>
Additional links <a href="#">Queensland Outdoor Recreation Federation</a> <a href="#">Bushwalking Queensland</a> <a href="#">Bushwalking Australia</a> <a href="#">National Outdoor Leader Registration Scheme</a>	
<p>Medical / behavioural episode with student</p> <ul style="list-style-type: none"> <li>• Visiting teacher to have medical form and behavioural issues for students under their care and takes responsibility for medication and carries it with them at all times when group leaves school grounds.</li> <li>• Visiting school to discuss high risk students with centre staff prior to commencement.</li> </ul> <p>Snake bite/spider bite</p> <ul style="list-style-type: none"> <li>• Staff are fully qualified in first aid.</li> <li>• First aid kits and mobile phones are carried to contact emergency services.</li> </ul> <p>Animal/Insect bite</p> <ul style="list-style-type: none"> <li>• Students to advise a staff member of bites/insects and treatment as required.</li> </ul> <p>Falling from a height (cliff top)</p> <ul style="list-style-type: none"> <li>• Students to avoid walking close to cliff edges.</li> <li>• Ensure adequate route planning consideration.</li> </ul> <p>Loss of communication with base campus and within walking group</p> <ul style="list-style-type: none"> <li>• Check that mobile phone service is available for the duration of the bushwalk.</li> <li>• Front marker Instructor and back marker Instructor will carry radios if mobile phone coverage is not consistent.</li> <li>• Students will be briefed about how to keep the group together. Front marker must always be able to communicate clearly with the back marker of the group.</li> </ul> <p>Hyperthermia/heat stroke/heat exhaustion</p> <ul style="list-style-type: none"> <li>• Advise participants to wear suitable protective clothing and to bring sufficient water carrying capacity. Inform the students about the importance of drinking water.</li> <li>• Guide to monitor group health &amp; behaviour.</li> </ul>	

### Approval Details

<b>Approval Status: Approved</b>			
Approval Officer Name:	<b>Brennan, Kalindi</b>	Approval Date:	<b>20-Apr-2023</b>

# Numinbah Valley Environmental Education Centre

## Curriculum Activity Risk Assessment

---

### Planning Considerations

#### Which students will be involved?

- Consider the number of students, size of student groups and students' capabilities e.g. age, experience, competence, fitness, maturity.
- Consider any individual student needs e.g. personalised learning, support provisions (including behaviour support plans), health management (including health plans and prescribed medication requirements).

#### Where will the students be?

- Consider the location of the activity e.g. remote/easily accessible, public /private, school/classroom/workshop/other.
- Is the number of students appropriate for the available space?
- If outdoors – sunsafe strategies are implemented; weather and environmental conditions are assessed before and during activity (e.g. temperature, storms, water currents, tides); and strategies to reduce the likelihood of viruses, allergies and skin infections caused by insects (e.g. ticks, mosquitoes, spiders) and other animals are applied.
- The site is checked for hazards (e.g. poisonous plants, dangerous animals, uneven terrain, barbed wire,) and necessary controls implemented.
- Activities are appropriately situated in relation to buildings, pedestrians, members of the public, vehicles and other activities e.g. designated areas for activity, spectators and vehicles are established.

#### What will the students be doing?

- Consider the nature and duration of the activity i.e. need for drinking water, food, rest, appropriate clothing, warm-up and warm-down.
- Instruction in rules and pre-requisite skills is provided.
- Student skills are developed in a progressive and sequential manner.
- First aid and emergency medical treatment provisions are appropriate for the type of activity and location e.g. first aid kit, first aid trained personnel, Ventolin®, Epipen®, and students' personal prescribed medications as required in health plans are available.
- Emergency response strategies are in place e.g. communication plans (e.g. mobile phone, walkie talkie), safety induction, evacuation plans.
- Hair, clothing, footwear and jewellery are worn in a manner that is appropriate and safe for the activity.
- Personal items, e.g. drink bottles, towels and mouthguards, will not be shared between students.

#### What will the students be using?

- Instruction in safety procedures and safe handling of equipment is provided.
- Equipment is suitable for the activity, properly maintained, appropriately used and complies with the relevant safety standard.
- [Relevant department procedures and guidelines](#) are adhered to for the use of equipment and work processes.

#### Who will be leading the activity?

- A registered teacher has overall responsibility for the activity.
- Sufficient adult supervision is in place to manage the activity safely (including in emergency situations).
- The activity leader has the competence (knowledge and skills) to plan, induct, instruct and manage the activity safely for students and others.
- There are sufficient adults present with current First Aid qualifications (including CPR) or ready access to qualified first aid personnel.
- Blue Card requirements are adhered to for leaders/volunteers.

I have incorporated the above factors when planning my risk management strategies for this activity.

Additional activity-specific requirements for students with specialised learning needs are provided in the Other Details box below.

Visiting teacher responsible for liaising with NVEEC staff prior during planning stages to ascertain medical/disability/support requirements.

Medical alert list & emergency contact information to be carried by visiting teacher & provided to NVEEC staff.