

Numinbah Valley Environmental Education Centre

Curriculum Activity Risk Assessment

Activity Details

CARA Creation Date: 22-Mar-2021			
Activity:	Other	Activity Name:	Coastal Studies at Burleigh
Guidelines:	https://education.qld.gov.au/curriculum/school-curriculum/CARA/activity-guidelines		
Activity Description:	A guided walk around Tallebudgera surrounds and Burleigh Headland. Students observe and record examples of natural coastal processes and the impact of human development on coastal zone.		
Inherent Risk Level:	Medium		
Inherent Risk Level Description:	Some chance of an incident and injury requiring first aid		
Start Date:	Monday, 22 March, 2021	End Date:	Saturday, 22 March, 2025
On School Grounds:	No	Is parental permission required for this activity?	Yes

Mandatory/Special Requirements

Provide information about mandatory/special requirements for each activity that is to occur in the Other Details box below.

Check if relevant Codes of Practice/[CARA activity guidelines](#) exist for each activity and ensure the minimum requirements are met.

Age, size, ability and maturity of students must be considered when determining suitability to undertake this activity.

Visiting school to liaise with Numinbah teacher to ascertain physical and emotional maturity of students prior to activity commencing.

Establish and implement procedures appropriate to the activity, location and conditions. This must include, but is not limited to: safety; emergencies; communication; and supervision.

Risk Management Details

Supervision Requirements

Provide information about supervision for each activity that is to occur in the Other Details box below.

Check if relevant Codes of Practice/[CARA activity guidelines](#) exist for each activity and ensure the minimum supervision requirements are met.

Supervision requirements determined as part of booking process.

Visiting school to identify and provide additional supervision for identified students as required.

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Qualification Requirements

Provide information about the leader/supervisor's relevant qualification and/or competence for each activity that is to occur in the Other Details box below.

Check if relevant Codes of Practice/[CARA activity guidelines](#) exist for each activity and ensure the minimum qualification requirements are met.

A registered teacher with competence (knowledge and skills) in the activity and its potential hazards.

An adult supervisor other than a registered teacher with competence (knowledge and skills) in the activity and its potential hazards, working under established safety procedures and the direct supervision of a registered teacher.

Visiting teachers will be asked to participate depending on year level and student numbers.

First aid kit and trained staff to be easily accessible.

Equipment/Facility Requirements

Provide information about equipment/facilities for each activity that is to occur in the Other Details box below.

Check if relevant Codes of Practice/[CARA activity guidelines](#) exist for each activity and ensure the minimum equipment/facility requirements are met.

Permission and/or relevant permits from landowners and land-management agencies to enter their property. Adhere to the requirements of permits.

An emergency management plan to account for the range of possible causes and responsibilities of leaders and participants.

Effective communication system including a communication device that will work in the relevant conditions (e.g. two-way radio, mobile phone). Note that battery life can be impacted by weather conditions.

All Numinbah staff carry first aid kits when completing this walk with students. Staff keep in contact with each other during the walk via walkie talkie or mobile phones (Telstra coverage is available). Staff to combine groups if required due to medical or weather conditions.

Personal equipment for all participants to consider in consultation with weather forecast:

- individual drinking containers with water for the day;
- personal food supplies
- protective clothing (long-sleeved shirt and pants for all weather extremes, wind/rain jacket, suitable walking footwear if appropriate);
- insect repellent, sunscreen and personal hygiene items as necessary;
- a plastic (or reusable) bag for rubbish.

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Hazards and Control Measures

Provide information about the identified risks and planned control measures for each activity that is to occur in the Other Details box below.

Check if relevant Codes of Practice/[CARA activity guidelines](#) exist for each activity. Information on managing common hazards and risks in the school environment can be found at [Hazards and Risks](#).

Dehydration

Students drink before the activity commences. Water bottles brought for walk.

Environmental conditions

Assess weather conditions before activity commences. Ensure students have appropriate clothing for the conditions (cold, heat, wet, dry)

Heights, Falling objects

Stay on paths where possible, consider dune collapse when on beach.

Students do not climb trees.

Constantly monitor surrounds for fall hazards.

Water (Tallebudgera Creek)

Students are not allowed to swim.

Safe distance is maintained between students and water at all times.

Students

When students with medical conditions are involved ensure that relevant medical/emergency plans and medicines are readily available.

Provide appropriate adult supervision.

Brief students about the nature and purpose of activity, potential hazards and appropriate physical exertion.

Review health and fitness of students as walk progresses.

Slip/Trip Fall

Students are to walk and not run on paths or climb obstacles.

Wildlife

There is a danger to students from wildlife which is managed during the walk by having the NVEEC teacher at front.

Identify and communicate wildlife risks as they become known to students.

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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.