

# Numinbah Valley Environmental Education Centre

## Curriculum Activity Risk Assessment

### Activity Details

CARA Creation Date: 01-Apr-2021			
Activity:	<b>Gardening with Hand Tools</b>		
Activity Scope:	<p>This guideline relates to student participation in gardening with hand tools<sup>[1]</sup> as a curriculum activity.</p> <p>Gardening with hand tools may involve other activities that have various risk levels. Refer to the relevant activity guideline (e.g. <a href="#">Light vehicles, towing and trailers</a> guideline when using a trailer to carry the hand tools) for mandatory requirements associated with these activities.</p> <p>Depending on the scope of this activity, other risk assessments may be required (e.g. when using of portable electric power tools or when repairing or sharpening tools). Refer to the relevant guidelines (<a href="#">Electrical Safety Guideline</a>, <a href="#">ITD Guideline</a>, <a href="#">Equipment and Machinery Resources</a>) for management of these risks.</p> <p><sup>[1]</sup> Gardening with hand tools includes the use of gardening tools such as forks, spades, shears, saws and other aids for relatively simple gardening activities.</p>		
Guidelines:	<a href="https://education.qld.gov.au/curriculum/school-curriculum/CARA/activity-guidelines">https://education.qld.gov.au/curriculum/school-curriculum/CARA/activity-guidelines</a>		
Activity Description:	Revegetation Activity- students are taken through the nursery processes of planting seeds and potting on. Students then visit a revegetation site and plant tube stock in small groups with hand tools		
Inherent Risk Level:	High		
Inherent Risk Level Description:	Use of tools with sharp cutting edges or points, e.g. budding knives, secateurs, pruning saws, shears, mattocks, digging forks, hoes		
Start Date:	Friday, 09 April, 2021	End Date:	Saturday, 09 April, 2022
On School Grounds:	Yes	Is parental permission required for this activity?	No

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Mandatory/Special Requirements	
<i>Mandatory requirements must be met for the activity to be conducted. Special requirements are to be considered in the planning and delivery of this activity.</i>	
Use the <a href="#">Children and young workers - Code of Practice 2006</a> to determine student suitability to undertake relevant work activities and use hand tools.	<input checked="" type="checkbox"/>
Obtain parental/careger consent and a medical questionnaire/declaration for high risk activities. (Note: Students with a medical condition that may impact on their safety must be cleared by a medical practitioner prior to participation in the activity).	<input type="checkbox"/>
Establish and implement procedures for emergencies such as injury and first aid that are appropriate to the activity, location and conditions.	<input checked="" type="checkbox"/>
Establish and implement procedures for the correct usage and manufacturer's instructions for each particular tool. This must include, but is not limited to, procedures outlined in the <a href="#">Worksafe - Serious about farm safety guide</a> and the <a href="#">Hazardous manual tasks - Code of practice 2011</a> .	<input type="checkbox"/>
Induct students on emergency procedures, safety procedures and correct technique.	<input checked="" type="checkbox"/>

### Risk Management Details

Supervision Requirements	
Provide sufficient adult supervision to manage the activity safely (including emergency situations). Consider age, size, ability and maturity of students in this decision. Principals make decisions about the supervision requirements.	<input checked="" type="checkbox"/>
Ensure adult supervisors are visible and easily identified and all students are in sight of at least one adult supervisor at all times.	<input checked="" type="checkbox"/>
Supervision requirements determined as part of booking process. Visiting school to identify and provide additional supervision for identified students as required.	

Qualification Requirements	
A registered teacher with competence (knowledge and skills) in gardening and use of gardening hand tools.	<input checked="" type="checkbox"/>
<b>OR</b>	
An adult supervisor other than a registered teacher with competence (knowledge and skills) in gardening and use of gardening hand tools, working under established safety procedures and the direct supervision of a teacher.	<input checked="" type="checkbox"/>

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Equipment/Facility Requirements	
Equipment and tools must conform to <a href="#">Australian Standards</a> , be properly maintained, be in good working condition, fit for purpose and used in accordance with manufacturers' instructions, and comply with the relevant <a href="#">codes of practice</a> and <a href="#">standard operating procedures</a> (SOP).	<input checked="" type="checkbox"/>
<a href="#">Personal protective equipment</a> must include: safety glasses with <a href="#">Australian Standard</a> specification; enclosed footwear, gloves; and appropriate face protection against airborne particles (e.g. dust or organisms in <a href="#">potting mix</a> ).	<input type="checkbox"/>
If using hazardous chemicals, the <a href="#">Chemical Hazards in the Curriculum template</a> must be completed and attached to this risk assessment. Note: Where the risk level of a hazardous chemical is extreme, an alternative chemical/activity must be found.	<input type="checkbox"/>
Students to be instructed regarding correct/appropriate use of tools.	

Hazards and Control Measures	
<i>Before the activity</i>	
<b>Considering environmental conditions</b>	
Refer to <a href="#">Department of Agriculture and Fisheries</a> for restricted areas (e.g fire ant maps).	<input type="checkbox"/>
Ensure the location for the activity is free of obstacles, hazards and wildlife (e.g. <a href="#">snakes</a> ) that that may pose hazards.	<input checked="" type="checkbox"/>
Ensure the school's <a href="#">sun safety strategy</a> is followed.	<input checked="" type="checkbox"/>
<b>Accessing facilities and using equipment</b>	
Instruct students to check the condition of the tools before use to ensure they are safe to use and properly maintained (e.g. checking tool heads for splits or cracks and security of handle; checking handles for splits, cracks and splinters).	<input type="checkbox"/>
Instruct students in <a href="#">lifting</a> , lowering, pushing, pulling, carrying or otherwise moving safely using correct musculo-skeletal processes.	<input type="checkbox"/>
<b>Managing student considerations</b>	
<i>For high risk activities</i>	
Ensure safety zones are established and enforced for potentially hazardous activities (e.g. use of mattock).	<input type="checkbox"/>
<i>During the activity</i>	
<b>Considering environmental conditions</b>	
Manage allergen and disease risks associated with dust, compost and other soil enrichment products, dry matter and airborne organisms (e.g. <a href="#">Legionella</a> ) such as moistening the contents of potting mix bags to avoid creating dust.	<input type="checkbox"/>
<b>Managing student considerations</b>	

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Supervise all students in a safe location when not actively receiving instruction.	<input type="checkbox"/>
Ensure face masks are worn when spraying pesticides or fungicides and when using compost and potting mix etc.	<input type="checkbox"/>
<i>After the activity</i>	
<b>Managing student considerations</b>	<input type="checkbox"/>
Follow appropriate <a href="#">hand washing procedures</a> after working with hand tools.	<input type="checkbox"/>
Establish, induct and implement procedures for clean-up and storage of blades/cutting tools.	<input type="checkbox"/>
General permission gained as part of camp permission form. Tools and location to be inspected on day of activity, prior to commencement. Students instructed regarding safe use of tools. Gloves to be provided for student use. Potting mix dampened to reduce dust.	

### Approval Details

<b>Approval Status: Draft</b>			
Approval Officer Name:		Approval Date:	

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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.

Visiting school to provide extra supervision for, and liaise with centre staff regarding requirements of, students as deemed necessary.