Managing risks in school curriculum activities flowchart

This document summarises the process outlined in the Managing risks in school curriculum activities procedure.

**PLANNING FOR RISK**

Which students will be involved? (number, age, maturity, experience, special needs etc.)

What will students be doing? (running, jumping, swimming, cutting, cooking etc.)

Where will students be? (kitchen, confined space, pool, creek, beach, at height etc.)

Who will be leading the activity? (registered teacher, external coach, expert volunteer etc.)

Has the activity been conducted before? (consider CARA record and review comments from previous years as a starting point)

**ASSESSING FORESEEABLE RISKS**

Follow the steps on the CARA planner to identify hazards, assess the level of risk for each hazard, determine the inherent risk level of the activity and determine control measures.

- If a CARA guideline exists for the activity, it is to be used in conjunction with the risk planner as the minimum standard of safety for the activity. Schools should add additional risks and hazards according to the context of the activity.
- Use the CARA generic template for further support in planning considerations and risk levels.

The CARA planner provides further information regarding assessing levels of risk.

**DOCUMENTATION**

*Use regular planning processes to document risks, hazards and controls.

**APPROVAL and CONSENT**

**ON-SITE ACTIVITIES**

- On-site activities: No approval or consent is required.

**CONDUCTING CURRICULUM ACTIVITIES**

- On-site activities: School leaders document approvals within the three levels of planning.

**REVIEWING**

Provide a copy of the risks hazards and controls (e.g. CARA record) to all supervisors.

Induct all participants (supervisors and students) on emergency and safety details.

Manage and supervise the activity according to the documented controls.

Adjust control measures as required during the activity.

Respond to any emerging risks.

Cease the activity if risks or hazards endanger participants.

Report all injuries, illnesses and dangerous incidents that occurred.

Amend the documentation to add or modify the hazards, risks and control measures.

**LOW**

- *Follow school-based decisions for documentation.
  - Complete a CARA record in OneSchool.
  - OR
  - Document risks, hazards and controls through regular planning processes.

**MEDIUM**

- *Follow school-based decisions for documentation.
  - Complete a CARA record in OneSchool.
  - OR
  - Document risks, hazards and controls through regular planning processes.

**HIGH**

- Complete a CARA record in OneSchool.
  - Use the CARA guideline for the activity (if one exists).
  - OR
  - Complete the CARA generic template (called ‘Other’ in OneSchool).

**EXTREME**

- Complete a CARA record in OneSchool.
  - Use the CARA guideline for the activity (if one exists).
  - OR
  - Complete the CARA generic template (called ‘Other’ in OneSchool).

For ALL risk levels

Document the risk level of the activity, typically in unit planning, within the three levels of planning.

*For ALL off-site activities*

A CARA record is required.

Principal documented approval AND parent documented consent is required.

Refer to the excursion planner in OneSchool.

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