Curriculum activity risk assessment

Bushwalking, Easy/Graded Tracked Areas

Activity scope
This document relates to student participation in Bushwalking undertaken as a part of a school curriculum activity or program for a duration of two hours or more. ‘Bushwalking on easy, graded tracks’, is hiking through naturally occurring and or modified landscapes where the nearest built up area, or safe collecting feature, can be reached within one hour’s walk. In this document it relates to conducting walks on formed roads or class one or two tracks* that are maintained on a regular basis and clearly signed.

It does not refer to camping. If camping is required, refer to the relevant camping risk assessment.

It is highly recommended that the Queensland Adventure Activity Standards are referred to when planning this activity.

Risk level
The actual risk level will vary according to the specific circumstances of the activity and these must be considered when assessing the inherent risk level and planning the activity. As a starting point, ask the following questions:

- Which students will be involved?
- What will the students be doing?
- Where will the students be?
- Who will be leading the activity?
- What will the students be using?

<table>
<thead>
<tr>
<th>Risk level</th>
<th>Action required / approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium</td>
<td>Record controls in your planning documents and/or complete this Curriculum Activity Risk Assessment.</td>
</tr>
<tr>
<td></td>
<td>Consider obtaining parental permission.</td>
</tr>
</tbody>
</table>

Teachers/leaders: TBS Staff/ USO’s

Activity description:
Burleigh Mountain Environmental Walk. 2 hour (4km) walk on easy graded tracks.

Start date: 01/01/2014
Finish date: 31/12/2014
No of students (approx.): 40-48
Class groups: YR 5-7
Supervision ratio (approx.): 1:20

* Refer to Glossary on last page for detailed information on track classification
Listed below are the minimum recommendations for this type of activity. For any items ticked 'No', provide further information regarding the additional or alternate controls to be implemented for the safe conduct of the activity.

### Minimum supervision

Adequate adult supervision is to be provided. In determining what is adequate, consider the number of students, their individual needs, and the nature of the activity. If an adult other than a registered teacher is engaged for instruction, a teacher should be present to take overall responsibility. Blue Card requirements must be adhered to.

- [ ] Registered teacher with minimum qualifications as outlined below
- [x] OR
- [ ] An adult with minimum qualifications as outlined below, in the presence of a registered teacher

When planning any outdoor activity, the ratio of qualified, experienced leaders to dependent participants needs to be considered. In certain situations, judgement may dictate smaller or larger numbers of participants per leader. Several variables can affect this decision, including but not limited to:

- outcomes of the risk management process
- the leaders' experience
- participants' expected capabilities (i.e. experience, competence, fitness)
- type, difficulties, distance and condition of trails, vehicle tracks or roads
- conditions (environment, weather)
- planned duration of the activity
- number of participants and optimum group size
- remoteness of the activity
- suitability and availability of equipment
- likelihood of leader becoming incapacitated or separated from participants.

Further information:

### Minimum qualifications

The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.

- [x] Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR)
- [ ] OR
- [ ] Remote area first aid if operating more than one hour away from emergency services
- [x] Blue Card requirements met

**Medium — Some chance of an incident and injury requiring first aid**

Demonstrated skills and currency that meet the leadership, group management, technical capacities and safety requirements (including familiarity with the environment, map coverage of the area and emergency procedures by all adult participants) of the specific circumstances being addressed.

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## Minimum qualifications

The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.

### For a registered teacher:

- ✔️ A statement of attainment from a registered training organisation covering the following unit of competence: SROODR005A – Guide outdoor recreation sessions
  - OR
-   Certificate III in Sport, Outdoor or Community Recreation or higher with specialisations in appropriate activities
  - OR
-   A statement of attainment for a nationally recognised course, at restricted bushwalking guide level from a Registered Training Organisation
  - OR
-   Registered leader of bushwalking (restricted guide) from the National Outdoor Leader Registration Scheme
  - OR
-   Competence (demonstrated ability) in the activity

A teacher could demonstrate their competency through their:

- ✔️ knowledge of the activity and the associated hazards and risks
- ✔️ experience (i.e. previous involvement) in undertaking the activity
- ✔️ demonstrated ability and/or expertise to undertake the activity
- ✔️ possession of qualifications related to the activity.

### For a leader other than a registered teacher:

-   A statement of attainment for a nationally recognised course, at restricted bushwalking guide level from a Registered Training Organisation
  - OR
-   Certificate III in Sport, Outdoor or Community Recreation or higher with specialisations in appropriate activities
  - OR
-   Registered leader of bushwalking (restricted guide) from the National Outdoor Leader Registration Scheme

### Further information:

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### Minimum equipment/facilities

If ‘No’ is ticked, provide further information.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Tick]</td>
<td>![Blank]</td>
</tr>
</tbody>
</table>

**First aid kit suitable for activity**

| ![Tick] | ![Blank] |

**Communication system**

Electronic and other equipment that can be damaged by water is to be carried in water resistant containers. Leaders are responsible for determining the equipment to be carried by all participants. The following communication equipment should be carried as appropriate for the activity and area of operation:

| ![Tick] | ![Blank] |

- phone-line at location
- mobile phone
- satellite phone/UHF radio
- student/adult messenger
- PLB (personal locator beacon)

**Other:**

- Sun safety equipment (hat, sunscreen, shirt etc)
  - ![Tick] | ![Blank] |

- Sufficient drinking water: Students should have individual drinking containers, and each student should be carrying two – three litres of water/per day.
  - ![Tick] | ![Blank] |

- Insect repellent
  - ![Tick] | ![Blank] |

- Adequate food supplies:
  - When planning for activities, have sufficient supplies for 24 hours more than the initial planned duration.
  - ![Tick] | ![Blank] |

**The first aid officer should have:**

- ![Tick] | ![Blank] |
  - a first aid kit suitable for the activity

- ![Tick] | ![Blank] |
  - a medical alert list collated from information on medical consent forms before departure

- ![Tick] | ![Blank] |
  - a first aid register, accident and illness reports

- ![Tick] | ![Blank] |
  - procedures for administering student medication

- ![Tick] | ![Blank] |
  - a communication procedure for external assistance if required.

**Students should have:**

- ![Tick] | ![Blank] |
  - personal food and water (including emergency rations)

- ![Tick] | ![Blank] |
  - protective clothing (long sleeve shirt and pants, suitable shoes)

- ![Tick] | ![Blank] |
  - insect repellent

- ![Tick] | ![Blank] |
  - personal hygiene items

- ![Tick] | ![Blank] |
  - a whistle

- ![Tick] | ![Blank] |
  - a plastic bag for rubbish

- ![Tick] | ![Blank] |
  - a personal first aid kit

**A route card should be left with a responsible adult not involved in the activity, e.g. local police, park ranger or Principal. The card should include:**

- ![Tick] | ![Blank] |
  - an outline of the route to be followed

- ![Tick] | ![Blank] |
  - the number and names of party

- ![Tick] | ![Blank] |
  - the estimated time of departure and estimated time of arrival of the party

- ![Tick] | ![Blank] |
  - a contact person (e.g. Principal) in the case of emergency

- ![Blank] | ![Blank] |
  - alternative routes/tracks.

**Permission and/or relevant permits from landowners and land-management agencies to enter their property; Adhere to all permit requirements.**

- ![Tick] | ![Blank] |

**Emergency management plan**

- ![Tick] | ![Blank] |
Minimum equipment/facilities **If 'No' is ticked, provide further information.**

Further information:
A number of compulsory items including protective clothing, insect repellent and a whistle are not required due to the nature of the terrain/environment the students are walking in. The teacher in charge carries all necessary general first aid requirements in addition to the groups personal medications.

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**Hazards and suggested control measures**

All persons engaging in this activity should:
- identify the hazards, including any additional hazards not mentioned here
- assess their significance
- manage the potential risks.

Listed below are indicative hazards/risks and suggested control measures. They are by no means exhaustive lists. After checking these, add details of any other identified hazards/risks and additional controls you intend to implement.

<table>
<thead>
<tr>
<th>Hazards/risks</th>
<th>Control measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Heights/falling objects</strong></td>
<td>- Avoid trails near cliffs where possible.</td>
<td>✓</td>
<td></td>
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<tr>
<td></td>
<td>- Do not allow students to climb trees.</td>
<td>✓</td>
<td></td>
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<tr>
<td></td>
<td>- Constantly monitor surroundings for slip, trip and fall hazards.</td>
<td>✓</td>
<td></td>
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<tr>
<td></td>
<td>- Have suitable recovery or rescue equipment available.</td>
<td>✓</td>
<td></td>
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<tr>
<td><strong>Environmental conditions</strong></td>
<td>- Assess weather conditions before and during activity (e.g. temperature, storms).</td>
<td>✓</td>
<td></td>
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<tr>
<td></td>
<td>- Plan for alternative routes in case of emergent situations.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Obtain permission and/or relevant permits from landowners and land-management agencies to enter their property. The requirements of permits must be adhered to.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Ensure everyone has appropriate clothing for all weather extremes (e.g. cold, heat, wet and dry).</td>
<td>✓</td>
<td></td>
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<tr>
<td></td>
<td>Paths are maintained by National Parks. The park is closed if there has been excessive rain if any other dangers are identified. Pre walk briefing is conducted for all students i.e stay on tracks, walk on left hand side of track. TBS leader at front visiting teachers assist by positioning in middle and back.</td>
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<tr>
<td></td>
<td>BOM site can be accessed prior to walk</td>
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<tr>
<td></td>
<td>As a National Park all members are free to access the park at any time.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazards/risks</th>
<th>Control measures</th>
<th>Yes</th>
<th>No</th>
<th>Implementation plan / Additional controls</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Ensure everyone has appropriate footwear.</td>
<td>☑</td>
<td></td>
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<tr>
<td></td>
<td>• Ensure everyone has long-sleeved shirts/pants.</td>
<td>☑</td>
<td>☐</td>
<td></td>
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<tr>
<td></td>
<td>• Assess conditions and surrounds before expedition takes place.</td>
<td>☑</td>
<td></td>
<td></td>
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<td></td>
<td>• Have an effective communication system.</td>
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<td></td>
<td>• Ensure that all leaders are familiar with the route card, the program, their role in the program and emergency procedures to be used.</td>
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<td></td>
<td>• Instruct students in procedures to follow if they become lost.</td>
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<td></td>
<td>• Provide supervision of the group through measures such as designating group roles, (e.g. leader, group member, tail end). Make regular checks on group numbers and ensure that contact between all group members is maintained.</td>
<td>☑</td>
<td></td>
<td></td>
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<tr>
<td>Biological material</td>
<td>• Comply with HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions and Infection Control Guideline. Students with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious.</td>
<td>☑</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bodily fluids</td>
<td>• Ensure that personal items such as towels and drink bottles are not shared.</td>
<td>☑</td>
<td></td>
<td></td>
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<tr>
<td>(e.g. blood, sweat, saliva)</td>
<td>• Have sufficient and suitable containment material (bandages etc.) readily available.</td>
<td>☑</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>• Adhere to <a href="#">Recreational Swimming Guidelines</a> if applicable.</td>
<td>☐  ✔</td>
<td>No swimming is permitted</td>
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<td></td>
<td>• Adhere to <a href="#">Guidelines for Managing Risks in Recreational Water</a> if applicable.</td>
<td>☐  ✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Constantly monitor surroundings for creeks, water etc.</td>
<td>☐  ✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal bites/diseases</td>
<td>• Ensure that everyone has long-sleeved shirts/pants.</td>
<td>☐  ✔</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ensure everyone wears shoes when swimming in creeks etc.</td>
<td>☐  ✔</td>
<td>Students should not touch animals or marine life</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Check for ticks and other parasites regularly.</td>
<td>☐  ✔</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Students</td>
<td>• Obtain parental permission, including relevant medical information.</td>
<td>☐  ✔</td>
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<tr>
<td></td>
<td>• When students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are readily available (insulin, Ventolin, Epipen, etc.)</td>
<td>☐  ✔</td>
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<tr>
<td></td>
<td>• Refer to Individual education plan/Educational adjustment plan/Behaviour management plan and other student documents.</td>
<td>☐  ✔</td>
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<tr>
<td></td>
<td>• Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers.</td>
<td>☐  ✔</td>
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<td></td>
<td>• Conduct appropriate lead-up activities.</td>
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<tr>
<td></td>
<td>• Provide adequate adult supervision. (Consider maximum group size and adult: student ratio.)</td>
<td>☐  ✔</td>
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<tr>
<td></td>
<td>• Brief students about the nature and purpose of the activity, potential hazards and appropriate safety procedures, including those of the first aid officer.</td>
<td>☐  ✔</td>
<td></td>
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</tr>
<tr>
<td>Physical exertion</td>
<td>• Review health, maturity, fitness, suitability and competency of participating students.</td>
<td>☐  ✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazards/risks</td>
<td>Control measures</td>
<td></td>
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<td>----------------------------------</td>
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<tr>
<td>Collisions with other track users</td>
<td>Briefed before trip strategies to ensure students stay to the left and are aware of others using the track.</td>
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</tr>
</tbody>
</table>
| Abduction                        | - Students supervised by TBS and visiting staff during activities ie Teachers are positioned at the front, middle and rear of walking group.  
                                          - Toilet breaks are taken before and after the session. Visits to the public toilets are with 2 buddies and visiting teacher supervision. |
Approval

☑ Approved as submitted:

☐ Approved with the following condition(s):

☐ Not approved for the following reason(s):

By: Allan Rafton  
Designation: Principal

Signed:  
Date: 27/1/2014

Once approved, activity details should be entered into the School Curriculum Activity Register by administrative staff.

Monitor and review  To be completed during and/or after the activity and/or at the completion of the series of activities.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are the control measures still effective?</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Have there been any changes?</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Are further actions required?</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

Details:
Reviewed 27/1/2014 - CARA used in conjunction with TBS Teaching Control Measures
Important links

- HLS-PR-003: First Aid

- HRM-PR-010: Working with Children Check – Blue Cards
  http://education.qld.gov.au/strategic/eppr/hr/hrmpr010/

- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions

- Infection Control Guideline

- HLS-PR-005: Health and Safety Incident Recording and Notification

- SCM-PR-002: School Excursions

- HLS-PR-013: Developing a Sun Safety Strategy

- Guidelines for Managing Risks in Recreational Water

- National Outdoor Leader Registration Scheme

- Queensland Adventure Activity Standards

- Recreational Swimming Guidelines

- Classification of Walking Tracks
  http://www.outdoorswa.org/files/Bushwalking%20Levels%20&%20Assessment%20Requirements.pdf

Glossary and other information

Summary of the Australian Standard™ Walking Tracks Part One: Classification and Signage (AS 2156.1—2001)

Class One

Opportunity for large numbers of visitors, including those with reduced mobility, to undertake walks that are provided with a high level of interpretation and facilities. Users can expect abundant opportunities to learn about the natural environment through interpretive signs or brochures. Users can expect frequent encounters with others.

Elements for classification

Track conditions:
Generally a broad, hard-surfaced track suitable for wheelchair use; Width: 1200 mm or more; well maintained with minimal intrusions

Gradient:
Grades in accordance with the AS 1428 series; Steps allowed only with alternate ramp access

Signage:
Signs for management and interpretation purposes may be used frequently. Arrow type track markers will be used at intersections.

Infrastructure:
Facilities along the track may include lookout platforms, seats and barrier rails. Camping is generally not allowed along the track.

Terrain:
Users need no previous experience and are expected to exercise normal care regarding their personal safety.

Weather
Not applicable.
Management intervention is high, with tracks and adjacent natural and built elements inspected and maintained regularly (every 30 days or less). Track details will generally be shown at the track head and on local maps and brochures.

Class Two
Opportunity for large numbers of visitors to walk easily in natural environments that have a moderate to high level of interpretation and facilities; Users can expect to learn about the natural environment with moderate to abundant opportunities to learn through interpretive signs or brochures. Users can expect frequent encounters with others.

Elements for classification
Track conditions:
Generally a modified or hardened surface; Width: 900 mm or more; well maintained with minimal intrusions

Gradient:
Generally no steeper than 1:10; Minimal use of steps

Signage:
Signs for management and interpretation purposes may be used frequently. Arrow type track markers will be used at intersections.

Infrastructure:
Facilities along the track may include lookout platforms, seats and barrier rails. Camping is generally not allowed along the track.

Terrain:
Users need no previous experience and are expected to exercise normal care regarding their personal safety.

Weather
Not applicable

Management intervention is moderate to high, with tracks and adjacent natural and built elements inspected and maintained regularly (every 90 days or less). Track details will generally be shown at the track head and on local maps and brochures.

Further information

For further support with risk management training and advice, contact trained staff in schools such as Workplace Health and Safety Officers (WHSOs) and Workplace Health and Safety Representatives (WHSRs), and regional staff such as Senior Health and Safety Consultants.
