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?
- Where will the students be?
- What will the students be doing?
- 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. Koala Park to and from Fleays 1 hour Modified walks of both.

<table>
<thead>
<tr>
<th>Start date: 01/01/2016</th>
<th>Finish date: 31/12/2016</th>
<th>No of students (approx.): 40-48</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class groups: YR 1-12</td>
<td>Supervision ratio (approx.): 1:20</td>
<td></td>
</tr>
</tbody>
</table>

* Refer to Glossary on last page for detailed information on track classification.

Date Revised: 13 August 2010

Queensland Government

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
  - 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:

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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.*

- [✓] Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR)
  - OR
- [□] Remote area first aid if operating more than one hour away from emergency services
  - OR
- [✓] 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.
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.

<table>
<thead>
<tr>
<th>For a registered teacher:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>OR</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>For a leader other than a registered teacher:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>OR</td>
</tr>
</tbody>
</table>

Further information:
## Minimum equipment/facilities
*If 'No' is ticked, provide further information.*

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>First aid kit suitable for activity</td>
<td>![ ]</td>
</tr>
</tbody>
</table>

### 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:

| ![ ] | ![ ] |
| ![ ] | ![ ] |
| ![ ] | ![ ] |

### Other:

| Sun safety equipment (hat, sunscreen, shirt etc) | ![ ] |
| Sufficient drinking water: Students should have individual drinking containers, and each student should be carrying two – three litres of water/per day. | ![ ] |
| Insect repellent | ![ ] |
| Adequate food supplies: When planning for activities, have sufficient supplies for 24 hours more than the initial planned duration. | ![ ] |

The first aid officer should have:

- ![ ] a first aid kit suitable for the activity
- ![ ] a medical alert list collated from information on medical consent forms before departure
- ![ ] a first aid register, accident and illness reports
- ![ ] procedures for administering student medication
- ![ ] a communication procedure for external assistance if required.

Students should have:

- ![ ] personal food and water (including emergency rations)
- ![ ] protective clothing (long sleeve shirt and pants, suitable shoes)
- ![ ] insect repellent
- ![ ] personal hygiene items
- ![ ] a whistle
- ![ ] a plastic bag for rubbish
- ![ ] 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:

- ![ ] an outline of the route to be followed
- ![ ] the number and names of party
- ![ ] the estimated time of departure and estimated time of arrival of the party
- ![ ] a contact person (e.g. Principal) in the case of emergency
- ![ ] alternative routes/tracks.

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

Emergency management plan

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### 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.

Additional food not required

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

**Biological material**

- Bodily fluids (e.g. blood, sweat, saliva)

  • Comply with [HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions and Infection Control Guideline](http://education.qld.gov.au/strategic/eppr/health/hlspr012/) 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.

  • Ensure that personal items such as towels and drink bottles are not shared.

  • Have sufficient and suitable containment material (bandages etc.) readily available.
<table>
<thead>
<tr>
<th>Water</th>
<th>Adhere to Recreational Swimming Guidelines if applicable.</th>
<th>Adhere to Guidelines for Managing Risks in Recreational Water if applicable.</th>
<th>Constantly monitor surroundings for creeks, water etc.</th>
<th>No swimming is permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal bites/diseases</td>
<td>Ensure that everyone has long-sleeved shirts/pants.</td>
<td>Ensure everyone wears shoes when swimming in creeks etc.</td>
<td>Check for ticks and other parasites regularly.</td>
<td>N/A</td>
</tr>
<tr>
<td>Students</td>
<td>Obtain parental permission, including relevant medical information.</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>Refer to Individual education plan/Educational adjustment plan/Behaviour management plan and other student documents.</td>
<td>Students should not touch animals or marine life</td>
</tr>
<tr>
<td>Students</td>
<td>Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers.</td>
<td>Conduct appropriate lead-up activities.</td>
<td>Provide adequate adult supervision. (Consider maximum group size and adult: student ratio.)</td>
<td>N/A</td>
</tr>
<tr>
<td>Students</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>Review health, maturity, fitness, suitability and competency of participating students.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional control measures

*These would relate to the specific student needs, location and conditions in which you are conducting your activity.*

<table>
<thead>
<tr>
<th>Hazards/risks</th>
<th>Control measures</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>Abduction</td>
<td>- Students supervised by TBS and visiting staff during activities i.e Teachers are positioned at the front, middle and rear of walking group.</td>
</tr>
<tr>
<td></td>
<td>- Toilet breaks are taken before and after the session. Visits to the public toilets are with 2 buddies and visiting teacher supervision.</td>
</tr>
<tr>
<td>Road Crossing</td>
<td>- Teacher leads group with staff at rear.</td>
</tr>
<tr>
<td></td>
<td>- Teacher supervise safe crossing of road</td>
</tr>
</tbody>
</table>

Submitted by: Teaching and administration staff at Tallebudgera Beach School  
Date: 21/1/2016

List the names of those who were involved in the preparation of this risk assessment.  
Dale Mills, Stephen Blount, Jacqui Duncan, Steven Roiter, Sean Hughes, Sandy McEwen, Bryce Roberts, Tim

Approval

- [✓] Approved as submitted;
- [ ] Approved with the following condition(s):
- [ ] Not approved for the following reason(s):

By: Mark Cridland  
Signed:  
Date: 21/1/2016

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

Reference no. 9

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 21/1/2016 - 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
  http://education.qld.gov.au/strategic/eppr/schools/scmpr002/

- 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-surfed 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.

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**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.
