

# Curriculum activity risk assessment

## Camping, Lightweight, Unaccompanied

clever • skilled • creative

### Activity scope

This document relates to student participation in staying out overnight (camping) unaccompanied by teachers and leaders, as a curriculum activity. An example of this would be the Duke of Edinburgh Gold Award.

'Unaccompanied' means leaders and teachers do not travel with the students, but remain within visual contact. Leader/teacher input is negligible.

Lightweight camping is an overnight stay associated with other activities such as short or extended bushwalking, sailing, canoeing, pony trekking and cycling trips at places with few or no facilities. It requires carrying all of the gear necessary to undertake the camp.

Associated activities (such as swimming, bushwalking, or rock climbing etc.) **must** be carried out in accordance with the requirements of the specific policy documents for those activities.



### 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?

Risk level		Action required / approval
<input type="checkbox"/>	<b>Extreme</b>	High chance of a serious incident resulting in highly debilitating injury <input checked="" type="checkbox"/> Consider conducting an alternative activity <input checked="" type="checkbox"/> A <i>Curriculum Activity Risk Assessment</i> must be completed. <input checked="" type="checkbox"/> Principal approval prior to conducting this activity is required. <input checked="" type="checkbox"/> Obtaining parental permission is recommended. <input checked="" type="checkbox"/> Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i> .

Teachers/leaders:

Activity description:

Start date:

Finish date:

No of students (approx.):

Class groups:

Supervision ratio (approx.):



Queensland Government

Uncontrolled copy. Refer to HLS-PR-012: Curriculum Activity Risk Management at <http://education.qld.gov.au/strategic/eppr/health/hlspr012/> for master.

Date Modified: 13 August 2010

Camping site with tents, File #: 9564862

iStockphoto © Claude Beaubien

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 a 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.*

- Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel.
- OR**
- If operating more than one hour away from emergency services, current Remote Area first aid
- [Blue Card](#) requirements met

**Extreme** — High chance of a serious incident resulting in highly debilitating injury

- 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

### For a registered teacher:

- A statement of attainment from a Registered Training Organisation covering the following field operations units of competence:
  - SROOPS006B Use and maintain a temporary or overnight site
  - SROOPS001B Implement minimal environmental impact practices
  - SROOPS004B Interpret weather conditions in the field

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

- A statement of attainment for a nationally recognised course or Skill Set in Field Operations from a Registered Training Organisation, including:
  - SROOPS006B Use and maintain a temporary or overnight site
  - SROOPS001B Implement minimal environmental impact practices
  - SROOPS004B Interpret weather conditions in the field
  - PUAOPE002A Operate Communications Systems and EquipmentOR
- Certificate III in Outdoor Recreation or higher, including the following electives:
  - PUAOPE002A Operate Communication Systems and Equipment
  - SROOPS006B Use and maintain a temporary or overnight siteOR
- Relevant activity specific registered leader from the National Outdoor Leader Registration Scheme (NOLRS)

Further information:

Minimum equipment/facilities <i>If 'No' is ticked, provide further information.</i>	Yes	No
First aid kit suitable for activity	<input type="checkbox"/>	<input type="checkbox"/>
Communication system. <ul style="list-style-type: none"> <li>The following communication equipment should be carried as appropriate for the activity and area of operation:</li> <li>Electronic and other equipment that can be damaged by water is to be carried in water resistant containers.</li> <li>Leaders are responsible for determining the equipment to be carried by all participants.</li> </ul>		
<input type="checkbox"/> marine whistle <input type="checkbox"/> phone-line at location <input type="checkbox"/> mobile phone <input type="checkbox"/> satellite phone/UHF Radio <input type="checkbox"/> walkie talkie <input type="checkbox"/> student/adult messenger Other:		
Sun safety equipment (hat, sunscreen, shirt etc)	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient drinking water (students should not share drinking containers); Each student should be carrying two-three litres of water/per day.	<input type="checkbox"/>	<input type="checkbox"/>
Adequate food supplies (when planning for activities, have sufficient supplies for 24 hrs more than the initial planned duration.)	<input type="checkbox"/>	<input type="checkbox"/>
Compass and map	<input type="checkbox"/>	<input type="checkbox"/>
Waterproof matches/BBQ lighter	<input type="checkbox"/>	<input type="checkbox"/>
Suitable sleeping bag	<input type="checkbox"/>	<input type="checkbox"/>
Suitable torch and spare batteries	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate and sufficient clothing and footwear	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
The first aid officer should have: <ul style="list-style-type: none"> <li><input type="checkbox"/> a first aid kit suitable for the activity</li> <li><input type="checkbox"/> a medical alert list collated from information on medical consent forms before departure</li> <li><input type="checkbox"/> a first aid register, accident and illness reports</li> <li><input type="checkbox"/> procedures for administering student medication</li> <li><input type="checkbox"/> a communication procedure for external assistance if required.</li> </ul>		
Students should have: <ul style="list-style-type: none"> <li><input type="checkbox"/> personal food and water (including emergency rations)</li> <li><input type="checkbox"/> protective clothing (long sleeved shirt and pants, suitable shoes)</li> <li><input type="checkbox"/> insect repellent</li> <li><input type="checkbox"/> personal hygiene items</li> <li><input type="checkbox"/> a whistle</li> <li><input type="checkbox"/> a plastic bag for rubbish</li> <li><input type="checkbox"/> a personal first aid kit.</li> </ul>		





Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
	<ul style="list-style-type: none"> <li>• Follow a program of graded development in:               <ul style="list-style-type: none"> <li>○ map and compass work</li> <li>○ basic physical fitness</li> <li>○ skills of the activity (bushwalking, canoeing, sailing, bicycling, pony trekking)</li> <li>○ camp-craft</li> <li>○ trip preparation (e.g. menus, route planning).</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Students</b> <ul style="list-style-type: none"> <li>• Special needs</li> <li>• High risk behaviours</li> <li>• Medical conditions</li> <li>• Student numbers</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain parental permission, including relevant medical information.</li> <li>• When students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are readily available (insulin, Ventolin, EpiPen, etc.)</li> <li>• Refer to Individual education plan/Educational adjustment plan/Behaviour management plan and other student documents.</li> <li>• Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers.</li> <li>• Ensure there is adequate adult supervision.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Water</b> <ul style="list-style-type: none"> <li>• Risk of drowning</li> <li>• Water quality</li> <li>• Creeks, rivers</li> <li>• Dams, ponds</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to <a href="#">Recreational Swimming Guidelines</a> if appropriate.</li> <li>• Adhere to <a href="#">Guidelines for Managing Risks in Recreational Water</a>.</li> <li>• Constantly monitor surroundings for creeks, water etc.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

## Additional control measures

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

Hazards/Risks	Control Measures

<b>Submitted by:</b>	<b>Date:</b>
List the names of those who were involved in the preparation of this risk assessment:	

Approval	
<input type="checkbox"/>	Approved as submitted:
<input type="checkbox"/>	Approved with the following condition(s):
<input type="checkbox"/>	Not approved for the following reason(s):
By:	Designation:
Signed:	Date:
Once approved, activity details should be entered into the <i>School Curriculum Activity Register</i> by administrative staff.	Reference no.

<b>Monitor and review</b> <i>To be completed during and/or after the activity and/or at the completion of the series of activities.</i>	<b>Yes</b>	<b>No</b>
Are the control measures still effective?	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes?	<input type="checkbox"/>	<input type="checkbox"/>
Are further actions required?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		

## Important links

- HLS-PR-003: First Aid  
<http://education.qld.gov.au/strategic/eppr/health/hlspr003/>
- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions  
<http://education.qld.gov.au/strategic/eppr/health/hlspr004/>
- Infection Control Guideline  
[http://education.qld.gov.au/health/pdfs/healthsafety/infection\\_control\\_guideline.pdf](http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf)
- HLS-PR-005: Health and Safety Incident Recording and Notification  
<http://education.qld.gov.au/strategic/eppr/health/hlspr005/>
- SCM-PR-002: School Excursions  
<http://education.qld.gov.au/strategic/eppr/schools/scmpr002/>
- HLS-PR-013: Developing a Sun Safety Strategy  
<http://education.qld.gov.au/strategic/eppr/health/hlspr013/>
- Guidelines for Managing Risks in Recreational Water  
[http://www.nhmrc.gov.au/files\\_nhmrc/file/publications/synopses/eh38.pdf](http://www.nhmrc.gov.au/files_nhmrc/file/publications/synopses/eh38.pdf)
- HRM-PR-010: Working with Children Check – Blue Cards  
<http://education.qld.gov.au/strategic/eppr/hr/hrmpr010/>
- HLS-PR-006: Managing Occupational Risks with Chemicals  
<http://education.qld.gov.au/strategic/eppr/health/hlspr006/hs16.pdf>
- Get Active Queensland Accreditation Program  
<http://www.sportrec.qld.gov.au/CommunityPrograms/Schoolcommunity/GetActiveQueenslandAccreditationProgram/Courseinformation.aspx>

### Further information

For further information on incorporating risk management strategies into curriculum activity planning refer to [HLS-PR-012 Managing Risks in Curriculum Activities](#) and the associated list of [Curriculum Activity Risk Assessment Guidelines](#). (See: <http://education.qld.gov.au/strategic/eppr/health/hlspr012/index1.html>)

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.