

Curriculum activity risk assessment

Child-Related Studies

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Activity scope

This document relates to student participation in Child-Related Studies as a curriculum activity.

Child-related studies refer to any activity that requires students to observe and interact with other children.

In this document, 'students' refers to those secondary students who the teacher has engaged in the activity and 'children' refers to those who are involved in the activity due to their attendance at an early childhood education setting.



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

Inherent risk level		Action required / approval
<input type="checkbox"/>	Low	Participation includes student observation of children only.
<input type="checkbox"/>	Medium	Participation includes student interaction with children aged zero – five years, including the organisation of practical skills associated with the implementation of the Early Childhood Study Area Specification (2007).
		<input checked="" type="checkbox"/> Manage through regular planning processes. <input checked="" type="checkbox"/> Record controls in your planning documents and/or complete this <i>Curriculum Activity Risk Assessment</i> . <input checked="" type="checkbox"/> Consider obtaining parental permission.

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.

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Preschoolers, File #: 12175513
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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 or the director of a licensed Early Childhood Education and Care service is engaged for instruction, a teacher should be present to take overall responsibility. Blue Card requirements must be adhered to.
<input type="checkbox"/> Registered teacher, or director of a licensed Early Childhood Education and Care service with minimum qualifications as outlined below OR <input type="checkbox"/> An adult with minimum qualifications as outlined below, in the presence of a registered teacher
Further information:

Minimum qualifications
<i>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.</i>
<input type="checkbox"/> Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel.
<input type="checkbox"/> Blue Card requirements met
Low — Participation includes student observation of children only.
For a registered teacher, or a director of a licensed Early Childhood Education and Care service : <input type="checkbox"/> knowledge of procedures that develop skills in observation (For information on qualifying as a group leader, see: Approved Childcare Qualifications)
For an adult other than a registered teacher: <input type="checkbox"/> appropriate qualifications in child-related studies, if a teacher with experience is not available
Medium — Participation includes student interaction with children aged zero – five years, including the organisation of practical skills associated with the implementation of the Early Childhood Study Area Specification (2007).
For a registered teacher, or a director of a licensed Early Childhood Education and Care service: <input type="checkbox"/> knowledge of procedures that develop skills in observation and develop competence in facilitating positive interaction between children
For an adult other than a registered teacher: <input type="checkbox"/> appropriate qualifications in child-related studies, if a teacher with experience is not available (For information on qualifying as a group leader, see: Approved Childcare Qualifications)
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: <input type="checkbox"/> phone-line at location <input type="checkbox"/> mobile phone <input type="checkbox"/> walkie talkies/UHF radio <input type="checkbox"/> student/adult messenger Other:		
Sun safety equipment (hat, sunscreen, shirt, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Drinking water (students should not share drinking containers)	<input type="checkbox"/>	<input type="checkbox"/>
Regulations governing licensed early childhood settings ensure equipment is appropriate and safe for use by young children. Equipment used in a non-licensed early childhood setting must adhere to the guidelines in the Child Care Act 2002 and the Child Care Regulation 2003 .	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

Governing bodies/associations <i>If 'No' is ticked, provide further information.</i>	Yes	No
Guidelines/codes of practice are established for this activity. For licensed early childhood services see Office for Early Childhood Education and Care . For non-licensed playgroups see Playgroup Queensland . Have these been considered during the planning and performance of this activity?	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

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

Submitted by:

Date:

List the names of those who were involved in the preparation of this risk assessment.

Approval

Approved as submitted.

Approved with the following condition(s):

Not approved for the following reason(s):

By:

Designation:

Signed:

Date:

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

Reference no.

Monitor and review <i>To be completed during and/or after the activity and/or at the completion of the series of activities.</i>	Yes	No
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/epr/health/hlspr003/>
- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions
<http://education.qld.gov.au/strategic/epr/health/hlspr004/>
- HLS-PR-005: Health and Safety Incident Recording and Notification
<http://education.qld.gov.au/strategic/epr/health/hlspr005/>
- SCM-PR-002: School Excursions
<http://education.qld.gov.au/strategic/epr/schools/scmpr002/>
- CRP-PR-003: Work Experience Placements
<http://education.qld.gov.au/strategic/epr/curriculum/crppr003/>
- HLS-PR-013: Developing a Sun Safety Strategy
<http://education.qld.gov.au/strategic/epr/health/hlspr013/>
- HRM-PR-010: Working with Children Check – Blue Cards
<http://education.qld.gov.au/strategic/epr/hr/hrmpr010/>
- HLS-PR-006: Managing Occupational Risks with Chemicals
<http://education.qld.gov.au/strategic/epr/health/hlspr006/hs16.pdf>
- Infection Control Guideline:
http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf

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/epr/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.