

Curriculum activity risk assessment

Jewellery

clever • skilled • creative

Activity scope

This document relates to student participation in Jewellery as a curriculum activity.

Jewellery refers to the areas of jewellery design and manufacture that involve heat, solder, manipulation of materials, and the enamelling process.

Metal casting is prohibited in art departments. Casting processes are addressed in [Sculpture](#).

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?

Inherent risk level		Action required / approval	
<input type="checkbox"/>	Medium	Some chance of an incident and injury requiring first aid	<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.
<input type="checkbox"/>	High	Enamelling processes: Likely chance of a serious incident and injury requiring medical treatment	<input checked="" type="checkbox"/> A <i>Curriculum Activity Risk Assessment</i> must be completed. <input checked="" type="checkbox"/> Principal or delegated Deputy Principal or Head of Program (i.e. HOD, HOSES, HOC) to review and approve risk assessment. <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.):

Listed below are the minimum recommendations for this type of activity. For any items ticked 'No', provide further information on 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

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.
- [Blue Card](#) requirements met

Medium- Some chance of an incident and injury requiring first aid

High- Enamelling processes: Likely chance of a serious incident and injury requiring medical treatment

- a registered teacher with competence (demonstrated ability) in jewellery manufacture and the use of the relevant equipment

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.

OR

- an adult with the following competency (or equivalent) from *CUV30103: Certificate III in Visual Arts and Contemporary Craft*. *CUVVSP27B Produce Jewellery*

Further information:

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
Dust, gas or fumes <ul style="list-style-type: none"> Smoke Inhalation 	<ul style="list-style-type: none"> Ensure appropriate personal protective equipment (facemask and breathing apparatus) is worn. Ensure there is adequate ventilation. Ensure that extraction bags are fitted to equipment. Use a fume cupboard. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	
Environmental conditions <ul style="list-style-type: none"> Surfaces Surrounds 	<ul style="list-style-type: none"> Ensure that students have adequate space within which to work safely with gas torches and enamelling materials. 	<input type="checkbox"/> 	<input type="checkbox"/> 	
Hazardous substances <ul style="list-style-type: none"> Corrosive chemicals Flammable chemicals Carcinogenic chemicals Volatile chemicals Heavy metals 	<ul style="list-style-type: none"> Ensure hazardous substances guidelines are adhered to 	<input type="checkbox"/> 	<input type="checkbox"/> 	
Heat sources <ul style="list-style-type: none"> Hot plates Flames Friction heat Conduction 	<ul style="list-style-type: none"> Ensure that bench tops are surrounded by flameproof material on three sides to retain heat and exclude draughts. Ensure that gas cylinders are safely screened from the naked flame. 	<input type="checkbox"/> <input type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/> 	
Manual handling <ul style="list-style-type: none"> Lifting equipment Manipulating/moving students 	<ul style="list-style-type: none"> Undertake a risk management process in order to prevent or minimise the risk of injuries caused by manual tasks. Instruct students on manual handling techniques. 	<input type="checkbox"/> <input type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/> 	
Physical contact <ul style="list-style-type: none"> Cuts/abrasions/grazes Accidental 'bumping' 	<ul style="list-style-type: none"> Ensure that students have adequate space within which to work safely with gas torches and enamelling materials. Monitor student numbers and available space. 	<input type="checkbox"/> <input type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/> 	
Sharp implements or objects	<ul style="list-style-type: none"> Provide training and instruction in the safe handling of equipment. 	<input type="checkbox"/> 	<input type="checkbox"/> 	

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
<ul style="list-style-type: none"> Knives Needles Compass points 	<ul style="list-style-type: none"> Ensure the equipment is stored safely when not in use. Increase supervision when necessary. Follow safety guidelines at all times. 	<input type="checkbox"/>	<input type="checkbox"/>	
Students <ul style="list-style-type: none"> Student numbers Special needs High risk behaviours Medical conditions 	<ul style="list-style-type: none"> Obtain parental permission, including relevant medical information. When students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are readily available (insulin, Ventolin, EpiPen, etc.) Refer to Individual education plan/Educational adjustment plan/Behaviour management plan and other student documents. Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers. Ensure there is adequate adult supervision. 	<input type="checkbox"/>	<input type="checkbox"/>	
Tools, plant or equipment	<ul style="list-style-type: none"> Ensure that appropriate protective equipment (such as heat-protective gloves and safety glasses) is worn by all persons participating in the activity. 	<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

Submitted by:	Date:
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.

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 Reporting 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/>
- 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
- HRM-PR-010: Working with Children Check – Blue Cards
<http://education.qld.gov.au/strategic/epr/hr/hrmpr010/>
- Hazardous Art Substances
<http://education.qld.gov.au/strategic/epr/health/hlspr012/hazmaterialsart.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.