

Curriculum activity risk assessment

Lapidary

clever • skilled • creative

Activity scope

This document relates to student participation in Lapidary as a curriculum activity. Lapidary refers to the collection, cutting and polishing of earth materials and some of their synthetic equivalents.

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 These activities involve no use of machines, acids, heat or mains-voltage power sources.	<input checked="" type="checkbox"/> Manage through regular planning processes.
<input type="checkbox"/>	Medium These activities involve the use of heat, acids, mains-voltage power sources, and machines such as tumblers.	<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 These activities involve the use of diamond saws, grinding wheels and high-temperature heating.	<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 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

Further information:

Minimum qualifications

The qualifications listed in this section are minimums for each type of situation and level of risk. 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

Low — Little chance of an incident and injury requiring first aid

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

- knowledge of the activity and its potential hazards

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

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

- experience (previous involvement) in the activity

High — Significant chance of an incident and injury requiring first aid

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

- 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.

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"> <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 (boots, hat, sun screen, long-sleeved shirt etc)	<input type="checkbox"/>	<input type="checkbox"/>
Drinking water if outdoors (students should not share drinking containers)	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

Governing bodies/associations <i>If 'No' is ticked, provide further information.</i>
Guidelines/codes of practice are established for this activity. See Queensland Lapidary and Allied Craft Clubs Association Incorporated
Have these been considered during the planning of this activity?
Further information:

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.

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
Dust, gas or fumes <ul style="list-style-type: none"> • Inhalation • Eye irritation 	<ul style="list-style-type: none"> • Ensure that appropriate safety glasses and other personal protective equipment are worn by all persons involved in medium and high risk activities. 	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
	<ul style="list-style-type: none"> Ensure that there is adequate ventilation. 	<input type="checkbox"/>	<input type="checkbox"/>	
Electricity <ul style="list-style-type: none"> Burns Electrocution 	<ul style="list-style-type: none"> Ensure Electrical Safety Guidelines are adhered to. 	<input type="checkbox"/>	<input type="checkbox"/>	
Physical contact <ul style="list-style-type: none"> Cuts, abrasions and grazes Accidental 'bumping' Student numbers 	<ul style="list-style-type: none"> Provide instruction in rules, safety procedures and prerequisite skills before students engage in activity. Note that with high-risk equipment, teacher demonstration may feature as a principal mode of operation. Seriously consider the number and placement of students for medium- and high-risk activities. Note that safety glasses, closed-in footwear and appropriate personal protective equipment must be worn to protect from falling sharp tools and projected materials during medium and high risk activities 	<input type="checkbox"/>	<input type="checkbox"/>	
Sharp implements or objects <ul style="list-style-type: none"> Knives Needles 	<ul style="list-style-type: none"> Provide training and instruction in safe handling of equipment. Ensure equipment is stored safely when not in use. Increase supervision when necessary. Follow safety guidelines. Ensure that all guards are in place for protection from moving parts, belts etc. on equipment being used. 	<input type="checkbox"/>	<input type="checkbox"/>	
Students <ul style="list-style-type: none"> Special needs High risk behaviours Medical conditions 	<ul style="list-style-type: none"> Ensure there is adequate adult supervision. When students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are readily available (insulin, Ventolin, EpiPen, etc.) 	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
	<ul style="list-style-type: none"> 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. Obtain parental permission, including relevant medical information. Note that jewellery, body piercing, clothing and personal accessories must not interfere with medium- and high-risk activities. Note that hair and fingernails must not be so long as to interfere with medium- and high-risk activities. 	<input type="checkbox"/>	<input type="checkbox"/>	
Tools, plant or equipment <ul style="list-style-type: none"> Rotation of moving parts Ejected materials 	<ul style="list-style-type: none"> Ensure that all guards are in place for protection from moving parts, belts etc. on equipment being used. 	<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

- Welding, Gas Heating and Cutting
<http://education.qld.gov.au/strategic/eppr/health/hlspr012/resources/weldgasheatcut.pdf>
- Fixed Machines
<http://education.qld.gov.au/strategic/eppr/health/hlspr012/resources/fixedmachines.pdf>
- Portable Electrical Power Tools
<http://education.qld.gov.au/strategic/eppr/health/hlspr012/resources/toolsportelectric.pdf>
- Managing Hazardous Materials in Art
<http://education.qld.gov.au/strategic/eppr/health/hlspr012/resources/hazmaterialsart.pdf>
- SCM-PR-002: School Excursions
<http://education.qld.gov.au/strategic/eppr/schools/scmpr002/>
- 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
- HLS-PR-005: Health and Safety Incident Recording and Notification
<http://education.qld.gov.au/strategic/eppr/health/hlspr005/>
- HLS-PR-013: Developing a Sun Safety Strategy
<http://education.qld.gov.au/strategic/eppr/health/hlspr013/>
- 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>
- Queensland Lapidary and Allied Craft Clubs Association Incorporated (QLACCA INC)
<http://aflaca.org.au/members/queensland-lapidary-and-allied-craft-clubs-association-qlacca>

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.