

Curriculum activity risk assessment

Handling Living Marine Organisms

clever • skilled • creative

Activity scope

This document relates to student participation in Handling Living Marine Organisms as a curriculum activity.

It refers to the handling of any living organism, plant or animal, whose natural environment is marine. It includes the involvement of students in investigation (including field experience), dissection or preparation for consumption of any such organism.



Teachers/leaders:		
Activity description:		
Start date:	Finish date:	No of students (approx.):
Class groups:		Supervision ratio (approx.):

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:

- 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 Marine creatures that are not regarded as dangerous to people	<input checked="" type="checkbox"/> Manage through regular planning processes.
<input type="checkbox"/>	Medium Marine creatures that, if handled correctly, offer minimal danger	<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	Marine creatures that cannot be handled without a high level of risk and/or may cause non fatal injury	<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"/> Consider obtaining parental permission. <input checked="" type="checkbox"/> Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i> .
<input type="checkbox"/>	Extreme	Marine creatures that cannot be handled without a high level of risk and/or that may cause fatal injury	<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"/> Parental permission must be obtained for student participation. <input checked="" type="checkbox"/> Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i> .

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 is to be present to take overall responsibility. Blue Card requirements must be adhered to.
<input type="checkbox"/> Registered teacher 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"/> At least one adult present (two adults for marine organisms posing an extreme risk level) should hold a senior first aid certificate.
<input type="checkbox"/> Blue Card requirements met
Low — Marine creatures that are not regarded as dangerous to people
For a registered teacher:
<input type="checkbox"/> knowledge of marine creatures
A teacher could demonstrate their competency through their:
<input type="checkbox"/> knowledge of the activity and the associated hazards and risks
<input type="checkbox"/> experience (i.e. previous involvement) in undertaking the activity
<input type="checkbox"/> demonstrated ability and/or expertise to undertake the activity
<input type="checkbox"/> possession of qualifications related to the activity.
For a leader other than a registered teacher:
<input type="checkbox"/> experience in handling marine creatures, if a teacher with this knowledge is not available

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.

Medium — Marine creatures that, if handled correctly, offer minimal danger

For a registered teacher:

- experience (previous involvement) with marine creatures

A teacher could demonstrate their experience 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.

For a leader other than a registered teacher:

- competence with marine creatures, if a teacher with this experience is not available

High — Marine creatures that cannot be handled without a high level of risk and/or may cause non fatal injury

For a registered teacher:

- competence with marine creatures

For a leader other than a registered teacher:

- high level of competence with marine creatures, if a teacher with this experience is not available

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.

Extreme — Marine creatures that cannot be handled without a high level of risk and/or that may cause fatal injury

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

- expertise (formal qualifications) with living marine organisms

Further information:

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

Yes

No

First aid kit suitable for activity

Communication system:

- phone-line at location

- mobile phone

- marine radio/UHF radio

- student/adult messenger

Other:

Sun safety equipment (hat, sunscreen, shirt etc)

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

Minimum equipment/facilities <i>If 'No' is ticked, provide further information.</i>	Yes	No
Drinking water (students should not share drinking containers)	<input type="checkbox"/>	<input type="checkbox"/>
Gloves should be worn as personal protective equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Enclosed shoes should be worn.	<input type="checkbox"/>	<input type="checkbox"/>
Locally identified safety items e.g. vinegar, hot water, cold water, ice packs	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

Governing bodies/associations	Yes	No
Have you referred to the Marine Teachers' Association of Queensland ?	<input type="checkbox"/>	<input type="checkbox"/>
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
Biological material <ul style="list-style-type: none"> • Body fluids (e.g. blood, saliva, sweat) • Raw food 	<ul style="list-style-type: none"> • Hygiene facilities should be available if the food is being prepared for human consumption (refer to Cookery). • Ensure that first aid equipment and consumable items appropriate to the level of risk are readily accessible. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
Creatures <ul style="list-style-type: none"> • Stings • Poisoning • Infection 	<ul style="list-style-type: none"> • In extreme situations, the dangerous creatures should be isolated from the students. • Refer to appropriate field guides, charts and keys to ensure correct species identification. Students should not handle organisms that cannot be positively identified by the supervisor. If it is necessary to handle an organism that is identified as having hazardous defence mechanisms, appropriate protection (e.g. tongs or leather gloves) and handling techniques should be used. • Many marine creatures' spines and/or fangs may inject poison. Some spines may break off and cause infection. Handling or contact should be avoided and protective equipment should be used. • The flesh of some species is poisonous. Each species should be identified by an expert as being suitable for human consumption before it is eaten. 	<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"> Weather Location Surrounds 	<ul style="list-style-type: none"> For medium to extreme activities, teachers should inform parents and/or caregivers of full details of the location, supervision to be provided and activities to be undertaken. 	<input type="checkbox"/>	<input type="checkbox"/>	
Physical contact <ul style="list-style-type: none"> Cuts, abrasions and grazes Stings 	<ul style="list-style-type: none"> Provide instruction in rules, safety procedures and prerequisite skills before students participate in activity. Any wound in the marine environment and minor bites of marine organisms should be treated for infection. Stings of marine organisms may cause irritation (the effects can vary from person to person). Handling or contact should be avoided and protective equipment should be used. 	<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 written parental permission (including relevant medical information) for the student to take part in medium to extreme activities. 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"> Provide instruction in the correct use of cleaning facilities before participating in any practical activities. Provide instruction in the correct use of any dangerous equipment before the activity begins. 	<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

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 *To be completed during and/or after the activity and/or at the completion of the series of activities.*

Yes

No

Are the control measures still effective?

Have there been any changes?

Are further actions required?

Details:

Important links

- 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>
- SCM-PR-011: Animal Ethics and Welfare in Schools
<http://education.qld.gov.au/strategic/eppr/schools/scmpr011/>
- Marine Teachers' Association of Queensland
<http://www.marineteachers.org.au/>
- Information on types of poisoning and treatment is available from the Poisons Information Centre, tel. 3253 8233 (callers in the Brisbane area) or 1800 177 333 (callers outside the Brisbane area).

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.