

Curriculum activity risk assessment

Equipment, Portable Power-Generating

clever • skilled • creative

Activity scope

This document relates to student participation in the use of Portable Power-Generating Equipment as a curriculum activity.

Portable power-generating equipment refers to all equipment which produces a 240-volt power supply using an internal combustion engine as its primary power source.

Portable generators may be self-contained units or a tractor pack where the tractor power take-off provides the primary power source.



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 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	Little chance of incident or injury	<input checked="" type="checkbox"/> Manage through regular planning processes.
<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	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"/> Obtain 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	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"/> 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 should 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
<input type="checkbox"/>	If an agricultural assistant is the instructor, the course of instruction and safety procedures should be established by a registered teacher with appropriate experience (previous involvement in the activity), and the agricultural assistant should operate under the direction of the teacher.
OR	
<input type="checkbox"/>	If an adult other than a registered teacher is engaged for instruction, a registered teacher should be present to take overall responsibility.
Further information:	

Minimum qualifications <i>If 'No' is ticked, provide further information</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	Medium
For a registered teacher:	
<input type="checkbox"/>	experience (previous involvement) in the operation of portable generators
OR	
<input type="checkbox"/>	be an agricultural assistant employed by the Department of Education with experience (previous involvement) in the operation of portable generators
For a leader other than a registered teacher:	
<input type="checkbox"/>	(where no teacher or agricultural assistant with these qualifications is available), an adult with qualifications in the use of portable power-generating equipment or in a trade where portable power-generating equipment is used
High	Extreme
For a registered teacher with qualifications in Agricultural Studies:	
<input type="checkbox"/>	relevant qualifications, training and experience.
For a leader other than a registered teacher:	
<input type="checkbox"/>	(where no teacher or agricultural assistant with these qualifications is available), an adult with qualifications in the use of portable power-generating equipment or in a trade where portable power-generating equipment is used
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"/>
The portable generator should be checked to make sure that it is safe and well maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Portable generating equipment should be used in accordance with the manufacturer's operating manual.	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

Governing bodies/associations	Yes	No
Guidelines/codes of practice are established for this activity. See: Workplace Health and Safety Queensland , Queensland Agricultural Teachers Association . Have these been considered during the planning and performance of this activity?	<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
Dust, gas or fumes <ul style="list-style-type: none"> • Smoke • Sawdust • Inhalation 	<ul style="list-style-type: none"> • Ensure that the generating equipment is used in a well-ventilated area so that fumes do not build up to hazardous levels. 	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical <ul style="list-style-type: none"> • Burns • Electrocutation 	<ul style="list-style-type: none"> • Ensure Electrical Safety Guidelines are adhered to. • Ensure that earth-leakage circuit-breaker units are used with devices being powered by portable generating equipment. • Where available, double-insulated appliances or tools should be used in preference to earthed appliances. • Ensure machine is switched off before refuelling. 	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
	<ul style="list-style-type: none"> If the machine engine is petrol-driven, students should be instructed in the dangers associated with transfer of fuel. Ensure that earth-leakage circuit-breaker units are used with devices being powered by portable generating equipment. 	<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

- 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>
- If tractors are used to deliver the primary power source, Schedule 13: [Tractor Driving](#) should be consulted.
- 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/>

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.