Plant, equipment and materials – notes

This information supports schools to comply with the department’s [Managing risks in school curriculum activities](https://ppr.qed.qld.gov.au/pp/managing-risks-in-school-curriculum-activities-procedure) procedure when planning to use plant, equipment and materials during curriculum activities with students.

Note: Consult [*Chemicals in curriculum activities*](https://education.qld.gov.au/curriculums/Documents/chemicals-curriculum-activities-template.docx) when planning to use chemicals[[1]](#footnote-1) during curriculum activities.

**Plant and equipment**

Prior to using any high or extreme risk level plant and equipment in curriculum activities, schools should have:

* approved [Plant & Equipment Risk Assessments](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/equipment-machinery-resources) (P&ERAs)
* current [Safe Operating Procedures](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/equipment-machinery-resources) (SOPs)

[P&ERAs and SOPs](https://education.qld.gov.au/initiativesstrategies/health-safety-wellbeing/Pages/equipmentMachineryResources.aspx) have been developed for plant and equipment commonly used in curriculum activities. A template is provided to support schools to develop a P&ERA and/or SOP for specific plant and equipment.

**Materials**

Any materials planned for use in curriculum activities (e.g. timbers, solder) should be considered in terms of risk to students.

**Material risk ratings - Consult available safety information (e.g. SOP, labelling) to determine a risk rating for each material using this table. Add materials to the** [***Plant, equipment and materials in curriculum activities***](#Plant_equipment_and_materials) **template.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NEGLIGIBLE** | LOW | **MEDIUM** | **HIGH** | **EXTREME** |
| These materials pose **low** risk to students. | Risks are significant but are able to be effectively controlled.These materials pose **medium** risk to students. | Risks are significant and are not able to be effectively controlled.These materials pose **extreme** risk to students. | Risks are uncertain.There is not enough information about the risks, or there is uncertainty about the degree or extent of exposure to the risks to students. |
| The CARA risk level may be low, **medium**, high or **extreme**. | The CARA risk level may be **medium**, high or **extreme**. | The CARA risk level is **extreme**. | **Not for student use.****An alternative, lower risk material must be found.** |
| Consider all other risks/hazards of the curriculum activity to determine the CARA risk level |
| Manage the material in the curriculum activity according to the **SOP/SDS/manufacturer’s instructions/labelling** |

**Further support**

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| **Maintenance and management of facilities, plant, equipment and materials** **Conducting a P&ERA or developing a SOP**  | Contact your school’s Health and Safety Advisor (HSA) or Health and Safety Representative (HSR); orContact your [Regional Senior Health and Safety Consultants](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/contacts) (*Health and safety* tab). |
| **Completing Curriculum Activity Risk Assessment (CARA) records** | Contact the CARA team at CARA@qed.qld.au |
| **Safety advice of historical incidents** | Consult the [Safety and Hazard Alerts](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/alerts) |

Plant, equipment and materials in curriculum activities – sample template

Curriculum activities requiring[[2]](#footnote-2) CARA records in OneSchool must include information about the plant, equipment and materials used in the activity. When complete, this document may be uploaded as an attachment to the CARA record in OneSchool for the activity.

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| Note: The plant, equipment or material with the **highest risk** supports the overall inherent risk level of the curriculum activity (e.g. an activity that uses three medium risk equipment and one high risk plant has an overall *minimum* risk level of “high”). Other risk and hazards of the activity need to be considered to determine an inherent risk level for the activity. |

*Summary table*

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| --- | --- | --- |
| **Plant/equipment/materials planned to be used in the curriculum activity** (add rows as needed) | [**Plant and equipment**](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/equipment-machinery-resources) **risk level** | **Material risk rating** |
| *e.g. Soldering iron and solder* | *Medium* | *Moderate* |
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*Acknowledgement of practice:*

[ ]  Information provided on the [P&ERA/SOP](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/equipment-machinery-resources)/SDS/manufacturer’s instructions has informed the risk level and safety procedures for the curriculum activity.

[ ]  Control measures provided on the [P&ERA/SOP](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/equipment-machinery-resources)/SDS/manufacturer’s instructions are complied with.

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| **This information is to be reviewed and amended (if necessary) when subsequently conducting the same curriculum activity.** |

1. Chemicals commonly used in curriculum activities include some paints, adhesives, fuels, lubricants, propellants, gases, acids etc. [↑](#footnote-ref-1)
2. All curriculum activities must be recorded in the [three levels of planning](https://education.qld.gov.au/curriculums/Documents/p-12-curriculum-assessment-reporting-framework.pdf), typically unit plans, however high and extreme risk curriculum activities conducted on-site also require CARA records to be completed in OneSchool. Consult your school-based CARA process for documentation requirements for medium risk activities conducted on-site. All [off-site curriculum activities](https://ppr.qed.qld.gov.au/pp/school-excursions-and-international-school-study-tours-procedure) require CARA records to be completed as part of the Excursion Planner in OneSchool. [↑](#footnote-ref-2)