Moreton Bay ENVIRONMENTAL EDUCATION CENTRE
Inspiring Champions for the Bay

Colonial Brisbane - 2026

- This generic template is provided to support schools in implementing the Managing risks in school curriculum activities procedure.
- The CARA planner must be used in conjunction with this guideline for the specific school context, considering additional risks, hazards and controls and including environmental, facility, equipment and student considerations.
- Depending on the scope of this activity, other risk assessments may be required when planning. Curriculum activities encompassing more than one CARA guideline must comply with the requirements of all CARA guidelines appropriate to the activity.
- For activities conducted at a non-Department of Education venue, and/or when engaging external expertise, request written risk assessment advice and attach it to this CARA record.
- For activities conducted off-site, schools must comply with the School excursions procedure and International school study tours procedure.
- For activities conducted as part of representative school sport programs, schools should consult with Queensland School Sport.

Activity scope

Describe the details of the curriculum activity as it applies to the school's three levels of planning.
Students participate in a variety of activities amongst built heritage sites.

Inherent risk level[1]

LIKELIHOOD of an incident occurring without control measures in place	CONSEQUENCE if an incident were to occur			
	MINOR Injury requiring first aid treatment	**MODERATE** Injury requiring medical treatment	**MAJOR** Injury requiring specialist medical treatment or hospitalisation	**CRITICAL** Injury resulting in loss of life or permanent disability
ALMOST CERTAIN Expected to occur in most circumstances	Medium	**High**	**Extreme**	**Extreme**
LIKELY Will probably occur in most circumstances	Medium	**High**	**High**	**Extreme**
POSSIBLE Might occur occasionally	Medium	**High**	**High**	**High**
UNLIKELY Could happen at some time	Low	Medium	Medium	**High**
RARE May only occur in exceptional circumstances	Low	Low	Low	Medium

Inherent Risk level	Low risk: ☐	Medium risk: ☒	High risk: ☐	Extreme risk: ☐

[1] *The **inherent risk level** is determined before any control measures are put in place. Refer to the* CARA planner.

Activity requirements

Students

- Schools must consider age, maturity and skill level of students when planning curriculum activities. Adjustments are required for students with disability to support access and participation in the curriculum. Consult with the parents/carers of students with disability, or when appropriate the student, to ensure risks related to their child's participation in the activity are identified and managed.
- Schools must consult current student medical information and/or health plans in accordance with the Managing students' health support needs at school procedure. Record information about any student condition (e.g. physical or medical) that may inhibit safe engagement in the activity and include specific support measures within emergency procedures.
- The school's sun safety strategy must be followed if participating outside.
- Follow the *Managing excessive heat in schools* guidelines on hot days.

Emergency and first-aid

- Emergency plans and injury management procedures must be established for foreseeable incidents (e.g. separation from group, fire/evacuation).
- Adult supervisors must have:
    - emergency contact details of all participants;
    - a medical alert list and a process for administering student medication;
    - communication equipment suitable to conditions (e.g. mobile phone) and a process for obtaining external assistance and/or receiving emergency advice; and
    - an appointed emergency contact (e.g. the Principal).
- Safety procedures must be determined for the location (e.g. roll marking, process to rapidly communicate emergency advice to adult supervisors of impending severe events) and are to be informed by available safety information (e.g. venue/expert advice, manufacturer's instructions, product labels, vendor SDS and SOP).
- Access is required to First aid equipment and consumables suitable for foreseeable incidents.
- For participants with known allergies, schools must comply with the Supporting students with asthma and/or at risk of anaphylaxis at school procedure and the school's Anaphylaxis Risk Management Plan, including an adult supervisor of the activity with anaphylaxis training.
- An adult with current emergency qualifications for foreseeable incidents is required to be quickly accessible to the activity area.

Induction and instruction

- Induction is required for all adult supervisors on emergency procedures, safety procedures and correct techniques. If the activity is conducted at an off-site facility, induction is to be informed by advice provided in consultation with expertise at the venue.
- Instruction is required for students on safety procedures and correct techniques (e.g. preventing injury).

Consent

- Parent consent is required for all activities conducted off-site. For activities conducted on-site, parent consent is required for extreme risk activities and strongly recommended for high risk activities conducted on-site.

Add additional Activity requirement details

No additional details noted. School staff to supply list of all students with additional needs to MBEEC staff prior to program commencement.

Supervision

Principals make final supervision decisions for the activity. Sufficient adult supervision must be provided to manage the activity safely (including emergency situations).

- For activities with students with a medical condition or disability that may impact on safety during the activity, consultation with parents is required prior to allocating supervision to determine the impact of students' disability on safety during the activity.
- The number of adult supervisors required to fulfil emergency and supervision roles must consider the nature of the activity, students' ages, abilities and specialised learning, access and/or health needs.
- Before the activity, all adult supervisors:
    - must be familiar with the contents of the CARA record; and
    - must assess weather conditions, and obtain accurate information on tides, depths, currents and other expected water conditions (if applicable) prior to undertaking the activity, inspecting the intended location in order to identify variable risks, hazards and potential dangers.
- During the activity, all adult supervisors:
    - **must** be readily identifiable;
    - **must** closely monitor students with health support needs;
    - **must** comply with control measures from the CARA record and adapt as hazards arise; and
    - **must** suspend the activity if the conditions become unfavourable (e.g. poor visibility, extreme temperatures, thunderstorms).

Add additional supervision details

Supervision Requirements:

A registered teacher from Moreton Bay EEC will be responsible for the day's program. A minimum of one Moreton Bay EEC or one Theatre-in-Education staff member will be provided for each class group.

Schools are required to supply a minimum of one class teacher per class group.

Experienced Theatre-in-Education staff will supervise students for designated segments of the day. Blue card requirements are met. Consideration has been given to the ratio of leaders/teachers per activity according to the physical structure of the site.

Supervisor qualification

Principals make final decisions in determining supervisor capability (competence, relevance and currency) and are responsible for encouraging and enabling school-based activity supervisors to raise their qualifications to improve safety standards.

- All adult supervisors must comply with the Working with children authority procedure and be able to identify, and respond to, risks or hazards that may emerge during the activity.
- A registered teacher **must** be appointed to maintain overall responsibility for the activity.
- At least one adult supervisor is required to be:

  Low risk level
  - A registered teacher with knowledge of the activity and its potential hazards; or
  - An adult supervisor, working under the direct supervision of a registered teacher, with competence (knowledge and skills) in the activity.

  Medium risk level
  - A registered teacher with competence (knowledge and skills) in teaching the activity; or
  - An adult supervisor, working under the direct supervision of a registered teacher, with qualifications in the activity or similar.

  High risk level
  - A registered teacher with qualifications in the activity (or equivalent demonstrated capability) and with competence (knowledge and skills) in teaching the activity; or
  - An adult supervisor, working under the direct supervision of a registered teacher, with qualification or current accreditation in the activity.

  Extreme risk level
  - A registered teacher with qualifications or current accreditation in the activity; or
  - An adult supervisor, working under the direct supervision of a registered teacher, with a high-level qualification or accreditation in the activity.

Add additional supervisor qualification details

Qualification Requirements:

Moreton Bay EEC teachers and Theatre-in-Education staff are experienced in environmental education practices and pedagogy and drama/theatre conventions. They are fully familiar with conditions and safety of the site, as well as learning opportunities within various program activities.

Group management strategies appropriate to specific sites and catering to different student needs are in place. All Moreton Bay EEC teachers have current First Aid and CPR certificates.

Facilities and equipment

The qualified adult supervisor of the activity, in consultation with the principal, determines the requirements for facilities and equipment appropriate to the local context.

- Consult *Chemicals in curriculum activities* for support in assessing the risks of chemicals used with/by students in curriculum activities.
- If a CARA record is required in OneSchool, a summary of chemicals, plant, equipment and/or materials used in the activity must be provided by entering directly onto the CARA record in OneSchool or by attaching a summary. Sample templates are provided on *Chemicals in curriculum activities* and *Plant, equipment and materials in curriculum activities*.
- Location must be suitable for the activity being undertaken, including sufficient space, adequate lighting and ventilation to ensure safe participation and that safety rules and procedures can be followed. This may be in a specialised facility (e.g. laboratory) or other suitable location (e.g. incursion, field trip). Undertake a reconnaissance of new or infrequently used locations to ascertain suitability.
- Designated areas for the activity, spectators and vehicles are established (e.g. safety/exclusion zones considering buildings, pedestrians, members of the public, vehicles and other activities).
- Participants must wear Personal protective equipment as relevant (e.g. enclosed footwear).
- Equipment must be sized to match the ability and strength of students and used in accordance with the manufacturer's instructions.
- If privately owned equipment is being used, Principal approval and owner consent/insurance details must be obtained prior to the activity.

Add additional facilities and equipment details

Equipment/Facility Requirements:

This program is located at Newstead House and Newstead Park. Toilets, undercover areas and drinking water are accessible.

Prior to program client teachers are provided with information detailing what students and adults are required to bring such as drinking water, clothing, sun safety protection and closed-in shoes.

Moreton Bay EEC teachers will have access to a first aid kit and mobile phone.

Other: A site specific emergency management procedure is available.

Hazards and control measures

Information on managing common hazards and risks in the school environment can be found at Hazards and risks.

Hazards	Planned control measures
• Sunburn • Heat exposure • Bites and stings • Falls and tripping hazards • Allergens • Cuts and bruises • Traffic	• Moreton Bay EEC provides pre-program information to schools prior to the program day outlining risk management, safety considerations and school requirements. Schools are asked to ensure students arrive at the program with adequate sun protection, closed-in shoes, insect repellent, food and water. • A Moreton Bay EEC class list must be returned prior to program date outlining any physical or special needs of students so Moreton Bay EEC staff can accommodate. The form should include relevant medical information pertaining to students as well as a copy of any Anaphylaxis and Asthma Action Plan, Individual Learning or Student Behaviour Plans. • Safety briefings are given to students at appropriate times to alert them to any hazards and outline appropriate behaviour. • For bites/stings, a cold compress will be applied, which can be accessed from Moreton Bay EEC teacher. • Access to toilet and hand washing facilities are provided before eating. • As we may be required to cross roads, strict supervision by teachers and parents is maintained. • Moreton Bay EEC staff will ensure the inspection of public spaces and infrastructures prior to student use. • If weather conditions are of concern, activities will be modified or ceased if absolutely necessary.

Approval	
Name:	Dianne Aylward
Position:	Principal, Moreton Bay EEC
Signature:	D. Aylward.
Date:	19/01/2026

Monitoring and Review *(to be completed during and/or after the activity.)*	**Yes**	**No**
Have additional hazards been identified?	☐	☐
Were the control measures effective?	☐	☐
Are further or different actions required?	☐	☐
Details:		