



Port of Brisbane Studies - 2024

- 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 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 complete field work at sites around the Port of Brisbane. Data will be collected using scientific equipment in transects and plots in the mangrove forest. Observations of Port operations will involve a tour travelling on board 'Inspiration' or bus, and a talk with Port Environment Managers.

Inherent risk level ¹		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
LIKELIHOOD of an incident occurring without control measures in place	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 teacher will be provided for each group.

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

Students may be divided into two groups with one group on the upper deck supervised by their own teacher or another adult.

For specific supervision requirements this CARA is to be used in conjunction with the Powerboating large craft Inspiration-CARA (attached).

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:

Students will be supervised at all times by either a Moreton Bay EEC registered teacher having competence in conducting all activities, or a competent adult supervisor under the direct supervision of the Moreton Bay EEC teacher.

An experienced registered teacher from Moreton Bay EEC will be responsible for the days program.

All Moreton Bay EEC staff are familiar with the activities and safety procedures at the Port and on board the vessel as well as the learning opportunities within each activity. Moreton Bay EEC teachers all have current First Aid and CPR certificates.

Some activities may be supervised by ancillary staff from Moreton Bay EEC or suitably experienced volunteers. Blue card requirements have been met.

Mandatory/Special Requirements:

Boat operations: See Powerboating large craft Inspiration-CARA (attached).

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 Whyte Island Boat Ramp, Port Central and either onboard the vessel Inspiration or bus around Port operations. Appropriate hygiene facilities, undercover areas and drinking water is accessible at all sites. 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 carry a first aid kit and mobile phone (Port Security 3258 4601). Equipment is well maintained and inspected regularly.

Other: Individual participant needs (e.g. behaviour support plans, individualised learning plans and health plans) that may require additional supervision ratios or identification must be provided by the school prior to program day. 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
<ul style="list-style-type: none"> • Sunburn • Heat exposure • Bites and stings • Falls and tripping hazards • Cuts and bruises • Allergens • Water hazards • Equipment 	<ul style="list-style-type: none"> • Moreton Bay EEC provides pre-program information to schools before the program day which outlines risk management, safety considerations and school requirements. Schools are asked to ensure students arrive at their program with adequate sun protection, closed-in walking 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 that Moreton Bay EEC staff can accommodate accordingly. The form should include relevant medical information pertaining to students, as well as copies of Anaphylaxis and Asthma Action Plans, Individual Learning or Student Behaviour Plans. • Equipment is well maintained and inspected regularly. • Safety briefings are provided to students at appropriate times alerting students to hazards and outlining optimal behaviour. Moreton Bay EEC staff are trained in safe operational and emergency procedures. • When on board 'Inspiration' students are required to keep feet on deck or sit on seats at all times with three points of contact recommended. • Briefings are provided on the following standard operating procedures as required: <ul style="list-style-type: none"> ○ Mangrove transect and plots <ul style="list-style-type: none"> ▪ Moreton Bay EEC staff manage the setting up of the transect tapes and identify any hazards. ▪ Students are briefed before beginning the activity on the following: <ul style="list-style-type: none"> - Recommendations about insect repellent. - Boundaries of the study area. - To stay still and call out loudly if separated from the group. - How to walk safely on soft and unstable substrates. - Safe use of the equipment. ○ Walking on Port Property <ul style="list-style-type: none"> ▪ The Port of Brisbane is a large industrial site with hazards arising from moving machinery and trucks. Moreton Bay EEC staff will manage the movement of students around the Port of Brisbane. They will take advice from Port Security (3258 4601). ○ Binoculars <ul style="list-style-type: none"> ▪ Students are instructed on correct use of binoculars, including being stationary before looking through and avoiding looking at the sun. ○ Laser measuring equipment <ul style="list-style-type: none"> ▪ Never look directly into the laser beam or at the sun. ▪ Never aim laser at the eye. • Students have access to toilets and hand washing facilities before eating. • Moreton Bay EEC staff will ensure the inspection of public spaces and infrastructure 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:	
Date:	18/01/2024

Monitoring and Review <i>(to be completed during and/or after the activity.)</i>	Yes	No
Have additional hazards been identified?	<input type="checkbox"/>	<input type="checkbox"/>
Were the control measures effective?	<input type="checkbox"/>	<input type="checkbox"/>
Are further or different actions required?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		

