



## Safety Information for Excursion planner and Curriculum Activity Risk Assessments (CARAs) Prep Beach Explorers –Using your senses



### Safety statement for your Excursion planner and Curriculum Activity Risk Assessments (CARAs)

Any activity conducted off a school site requires a CARA to be completed by the visiting teachers and parent/carer consent, irrespective of risk level. Refer to the [School excursions and international school study tours](#) procedure and the *Excursion Planner* in OneSchool.

#### Determining the risk level and required documentation

All curriculum activities have an **inherent risk** level. While the risk level of a curriculum activity cannot be altered, control measures can be put in place to mitigate the risk. The **residual risk** is the amount of risk or danger, associated with an action or event, remaining after natural or inherent risks have been reduced by risk controls.

[Risk Level determination](#)

#### Planning considerations

*Incorporate the following factors when planning risk management strategies for the day.*

Personalised learning, and support provisions are considered (including behaviour support plans). Health management (including health plans and prescribed medication requirements) that may require additional supervision ratios or identification are discussed, and organised with class teachers at the pre-visit phase of programing. This may require the school to support the program with additional teachers, teacher aides or with the inclusion of specifically identified parents.

Parents/ carers, students and accompanying adults **must be informed** of the need to wear enclosed shoes to reduce the risk of injury.

Hats	A full brim for maximum protection from the sun
Enclosed shoes	To protect feet while walking in various locations
Sun protection	Sunscreen & shirts with sleeves for sun protection
Insect protection	Insect repellent and long sleeves and trousers to protect from insect bites
Water bottles	To ensure hydration as the majority of the activities will be outdoors

Parents/ carers for students, and accompanying adults **must be informed** that crossing at a non-designated road crossing will be undertaken to access the beach, and return to centre. An SOP has been developed for this and is available [here](#).

Parents/ carers, students and accompanying adults **must be informed** that students may be transported from Nudgee Beach Reserve (including the canoe portage area) to the Centre using the NBEEC bus. An SOP has been developed for this and is available [here](#). The decision will be made in consultation with the visiting teachers based on weather, age of the students and the program constraints.

- Even in winter visiting teachers and students need to be aware of, and plan for, sand flies and mosquitoes.
- The sites used are scanned for hazards (e.g. dangerous animals including dogs) and necessary controls have been developed to support students.
- The nature of the learning experiences are considered to maintain supervision and support.
- Teachers are mindful of the learning experiences - appropriately situated in relation to buildings, trees, pedestrians, members of the public, vehicles and other activities e.g. designated areas for activity, road crossing Stand Operating Procedures (SOP) and vehicles access have been established.
- The number of participants is appropriate for the available space.
- The majority of the day will be in the outdoors so sun safe strategies are required. Weather and environmental conditions are assessed before and during every activity and may require the program to be altered or cancelled. Centre

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staff monitor weather conditions (e.g. temperature, rain, storms, tides) and will keep visiting staff informed of their concerns and decisions.

### **Who will be leading the activity?**

- The Centre teachers will have overall responsibility for the activities conducted on the day.
- Schools are asked to bring adults to assist with the learning activities and support the classroom teacher with changing clothes and shoes of students.
- The Centre teaching staff plan, induct, instruct and manage the activity safely for participants and others.
- Centre staff possess current First Aid qualifications, CPR training and anaphylaxis training.
- Centre teachers carry phones to communicate medical or weather based information with Centre base.
- A safety induction session is conducted with all supply teachers when needed prior to the commencement of the day. This includes outlining risk management processes, SOP's and emergency response strategies for the activities they will be supervising.
- **Blue Card** requirements need to be adhered to for all visiting school volunteers, only biological parents of attending students are exempt.

### **Where will the students be?**

- The Centre welcomes all students. Visiting teachers are consulted so we can make adjustments so that all students are engaged in rigorous and relevant learning experiences.
- This program is conducted on the
  - centre grounds
  - deck area
  - general learning area (classroom)
  - Publicly accessible - Nudgee Beach foreshore area

### **What will the students be doing?**

- The majority of the day (5 hours) will be outdoors. Activities planned for this age group have been taken into consideration, food and toilet breaks are spaced to account for the age of the students involved. Upon arrival all students and visiting adults will be orientated to centre facilities – toilets, water taps.
- Student skills are developed in a progressive and sequential manner.

## Learning experience

Inherent risk level		Past Keepers is conducted in the Centre grounds	
☒	<b>Low</b>	Little chance of incident or injury	<ul style="list-style-type: none"> <li>Students are required to be <b>sun safe</b> and use <b>insect repellent</b>. As there is no guideline specifically for school or centre grounds the centre has assessed this component of the day which includes recording predictions on a chalk board.</li> </ul>

Inherent risk level		Beach Explorers involves a number of elements included walking through the Centre grounds and crossing the road to get to the beach (see Road Crossing SOP and Dogs at Beach SOP under Hazards and Control Measures).	
☒	<b>Medium</b>	Some chance of an incident and injury requiring first aid	<p><a href="#">Gardening with hand tools</a> Students will be using equipment for digging and sieving sand.</p> <p><a href="#">Fishing &amp; bait gathering</a> Students will be assisted to use yabby pumps and fine sieves.</p> <p><a href="#">Animal observations and handling</a> Students will handle small worms, crabs, yabbies and snails.</p> <p><a href="#">Bushwalking A beach walk Class 1</a></p> <p>Tracks provide opportunities for a large number of visitors, including those with reduced mobility, to traverse the natural environment easily. They provide high level of interpretation and facilities. Steps allowed only with ramp access. Users need no previous experience and are expected to exercise normal care regarding their personal safety.</p>

Inherent risk level		Centre adventures Includes students viewing mud crabs under controlled conditions and participating in a rotation of activities which are covered by the following CARA's :	
☒	<b>Medium</b>	Some chance of an incident and injury requiring first aid	<ul style="list-style-type: none"> <li>- <a href="#">Bushwalking Walking in Centre grounds Class 1</a></li> <li>- <a href="#">Animal observations and handling</a> Students will handle small fish and hermit crabs and observe a live mud crab.</li> <li>- <a href="#">Drama</a> manipulating puppets.</li> <li>- <a href="#">Sculpture</a> using clay to create representations of creatures observed during the morning.</li> </ul>



Hazards	Planned control measures
<b>Water</b> <ul style="list-style-type: none"> <li>• Quality of water</li> </ul>	<ul style="list-style-type: none"> <li>• The Centre staff maintain an active watch and have requested notification from the following authorities regarding water quality: <ul style="list-style-type: none"> <li>○ Brisbane City Council,</li> <li>○ Brisbane Airport Corporation,</li> <li>○ Port of Brisbane Authority and</li> <li>○ SEQ water</li> </ul> </li> </ul> <p>for presence of water contaminants (such as chemicals or blue green algae).</p>
<b>Covid-19 Safety implementation strategies</b>	<ul style="list-style-type: none"> <li>• Any student who is sick or become ill while under the centre’s care will be sent home.</li> <li>• NBEEC staff have increased health and hygiene routines and location of sanitisers and cleaning material.</li> <li>• Students to use hand sanitiser or soap at the start of session and at the end of session.</li> <li>• Physical contact between participants will be kept to a minimum including space allocation for specific classes.</li> <li>• Visiting adults to maintain social distancing requirements.</li> <li>• Centre to maintain record of all visiting adults.</li> <li>• Students wash hands after visiting toilets.</li> <li>• Access to centre spare shoes to be restricted to safety concerns only.</li> <li>• Drink bottles are not to be shared between participants.</li> <li>• Loan items (e.g. hats, shoes) will be washed in Department recommended solution after use.</li> <li>• Centre activity equipment is disinfected after each class.</li> <li>• Off-site spaces have been documented according to the Qld Government Road map and Brisbane City Council guidelines.</li> <li>• <b>CENTRE STAFF WILL PROVIDE SCHOOL WITH A SET TOTAL NUMBER FOR VISITING SCHOOLS UNDER CURRENT AND CHANGING COVID REQUIREMENTS</b></li> </ul>
<b>Students</b>	
<ul style="list-style-type: none"> <li>• Special needs</li> <li>• High risk behaviours</li> <li>• Student numbers</li> <li>• Medical conditions</li>   <li>• Trips falls and collisions</li>   <li>• Risk of drowning</li> </ul>	<ul style="list-style-type: none"> <li>• Participant information requested and discussed at pre-visit phase.</li> <li>• Visiting teachers are required to gain parental permission. This must include advice on health issues and this information is provided to centre staff. When students with medical conditions are involved, visiting teachers must ensure that relevant medical/ emergency plans and medications are readily available (insulin, Ventolin, Epipen, etc.) including individual education plan/Educational adjustment plan/Behaviour management plan and other student documents. Additional Ventolin is located in first aid kits carried by the centre staff. Beach wheelchairs are available to support student’s needs. An SOP for wheelchair use is available <a href="#">here</a>.</li> <li>• Controlled movement of students, staff grounds maintenance</li> <li>• Emergency adult and child Epipens are located in the Nudgee Beach Environmental Education Centre office.</li> <li>• Programs do not contain swimming. All adults are required to constantly monitor students.</li> </ul>
<b>Unauthorised Adults</b>	<ul style="list-style-type: none"> <li>• All visiting staff are clearly identified through the usage of HiVis vests. Centre teachers maintain a watch for unintended adult engagement. The Centre has a lockdown and procedure and policy of withdrawal if approached by a hostile adult.</li> </ul>

Facilities and Equipment	
<b>Vehicles</b> Cars, crossing the road ( <a href="#">SOP</a> )	<ul style="list-style-type: none"> <li>• The Centre has developed a standard operating procedure for crossing the road. With young students vigilance is always required around vehicles.</li> <li>• Centre vehicle gates are closed between 8:00am and 3:00pm daily.</li> <li>• Visiting parents are requested to park on the curb and channel side of the street (Chaseley St) only authorised cars are permitted on the centre grounds.</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• Adult helpers are instructed in the correct usage of equipment including yabby pumps</li> <li>• Parents are inducted in the correct procedures for supporting activities.</li> </ul>
<b>Public access boardwalk</b>	<ul style="list-style-type: none"> <li>• Students are informed of untreated handrails for splinters</li> <li>• Students are asked to walk single file where there is no handrail to reduce the risk of falling</li> </ul>

Additional details [NBEEC Covid-19 Operational procedures](#)

Yours sincerely



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Principal