Managing risks in school curriculum activities flowchart

This document summarises the process outlined in the Managing risks in school curriculum activities procedure.

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PLANNING FOR RISK

- Which students will be involved? (number, age, maturity, experience, special needs etc.)
- What will students be doing? (running, jumping, swimming, cutting, cooking etc.)
- What will students be using? (equipment, fossil sources, hazardous materials etc.)
- Where will students be? (kitchen, confined space, pool, creek, beach, at height etc.)
- Who will be leading the activity? (registered teacher, external coach, expert volunteer etc.)
- Has the activity been conducted before? (consider CARA record and review comments from previous years as a starting point)

ASSESSING FORESEEABLE RISKS

- If an activity is assessed to be an EXTREME risk, consider conducting an alternative activity or modifying the activity to reduce the risk.
- Complete a CARA record in OneSchool.
- Use the CARA guideline for the activity (if one exists)
- Complete the CARA generic template (called ‘Doer’ in OneSchool).

DOCUMENTATION

- LOW
  - Use regular planning processes to document risks, hazards and controls.
- MEDIUM
  - Follow school-based decisions for documentation.
  - Complete a CARA record in OneSchool.
  - Document risks, hazards and controls through regular planning processes.
- HIGH
  - Complete a CARA record in OneSchool.
  - Use the CARA guideline for the activity (if one exists)
  - Complete the CARA generic template (called ‘Doer’ in OneSchool).

APPROVAL and CONSENT

- On-site activities: No approval or consent is required.
- On-site activities: School leader documents approval in the three levels of planning.
- On-site activities: Principal documents documented approval is required.
- On-site activities: Principal documents documented approval AND parent/family documented consent is required.

CONDUCTING CURRICULUM ACTIVITIES

- Provide a copy of the risks, hazards and controls (e.g. CARA record) to all supervisors.
- Induct all participants (supervisors and students) on emergency and safety details.
- Manage and supervise the activity according to the documented controls.
- Adjust control measures as required during the activity.
- Respond to any emerging risks.
- Cause the activity risks or hazards ending or participants.

REVIEWING

- Report all injuries, illnesses and dangerous incidents that occurred.
- Amend the documentation to add or modify the hazards, risks and control measures.

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All resources to support the Managing risks in school curriculum activities procedure, including the CARA planner, the CARA generic template and the CARA guidelines, can be accessed from the CARA process webpage.