

Tinaroo Environmental Education Centre

Curriculum Activity Risk Assessment

Activity Details

CARA Creation Date: 26-Nov-2019			
Activity:	Orienteering		
Activity Scope:	<p>This document relates to student participation in orienteering as a curriculum activity, including skills development, training and competitions.</p> <p>Orienteering is an activity in which participants navigate their way through an area using a map and compass. The aim is to find a series of control markers at natural and man-made features located on the map. Students can treat orienteering as a race to test their navigational skill or as a recreational activity.</p>		
Guidelines:	https://education.qld.gov.au/curriculum/school-curriculum/CARA/activity-guidelines		
Activity Description:	Navigation Sessions conducted in modified, semi-natural or managed settings with clearly defined containment features, e.g. parkland, by TEEC with Yr 4-12 students. The students are divided into small teams to complete the Navigation course.		
Inherent Risk Level:	High		
Inherent Risk Level Description:	Orienteering in natural, generally unmodified terrain with little, poorly-defined or no containment features (e.g. bushland).		
Start Date:	Wednesday, 01 January, 2020	End Date:	Thursday, 31 December, 2020
On School Grounds:	Yes	Is parental permission required for this activity?	Yes

Mandatory/Special Requirements

Nominate a first aid officer for events held outside of school hours or not on school grounds.	
For mountain bike orienteering, the minimum requirements in the Cycling: mountain bike/off road activity guideline must also be adhered to.	
I have incorporated the above factors when planning my risk management strategies for this activity.	<input checked="" type="checkbox"/>

Risk Management Details

Supervision Requirements	
Covered in the Planning considerations section.	<input checked="" type="checkbox"/>
Two adults will be present, including at least one registered teacher. All Teachers conducting orienteering will have been assessed as competent to lead the sessions by the TEEC Principal.	

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Qualification Requirements	
A registered teacher or an adult (working under the direct supervision of a registered teacher) with Level 1 coaching accreditation from Orienteering Queensland.	<input checked="" type="checkbox"/>
Note: Activity leaders must have demonstrated current skills in leadership and group management, the technical components and safety requirements of orienteering, and familiarity with the environment/course and associated emergency procedures.	
All instructors are Tinaroo EEC teachers who have been assessed as competent to lead the sessions through TEEC staff induction and annual validation process and Certificates of Attainment, that include the units: <ul style="list-style-type: none"> •SISOBWG201A Demonstrate bushwalking skills in a controlled environment •SISONAV201A Demonstrate navigation skills in a controlled environment 	

Equipment/Facility Requirements	
First aid equipment and emergency management plan.	<input checked="" type="checkbox"/>
Equipment for each student/group of students and the activity leader, including: <ul style="list-style-type: none"> • an accurate orienteering map (i.e. scale appropriate for the age group) • a whistle or airhorn for an emergency signal • an orienteering compass (for bush orienteering) • timekeeping device (e.g. watch, mobile phone, stop watch). 	<input checked="" type="checkbox"/>
Drinking water available (e.g. start/finish areas, individual water bottles).	<input checked="" type="checkbox"/>
Comfortable covered footwear and clothing appropriate to the terrain and weather conditions (e.g. shoes that can get wet, long pants, leg protectors, hat).	<input checked="" type="checkbox"/>

Hazards and Control Measures	
Biological material	
Brief students on basic first aid treatment for snakebite.	<input checked="" type="checkbox"/>
Adhere to established practices regarding the use of insect repellent, outlined in Viruses, allergies and skin infections caused by insects .	<input checked="" type="checkbox"/>
Environmental conditions	
Seek permission and/or relevant permits from landowners and land-management agencies to enter their property and adhere to any requirements specified by the owner/agency.	<input checked="" type="checkbox"/>
Survey the area and update the map where necessary.	<input checked="" type="checkbox"/>
Access weather conditions (Bureau of Meteorology) for any relevant alerts in the area.	<input checked="" type="checkbox"/>
Ensure students are briefed on what to do if they become lost or injured.	<input checked="" type="checkbox"/>
Avoid setting controls at the top of cliffs or on steep slopes.	<input checked="" type="checkbox"/>

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Be aware of hazards when setting courses and monitor these throughout the activity.	<input checked="" type="checkbox"/>
Provide students and supervisors with information about the risks associated with animals and vegetation that may be present on the course (e.g. cattle, native animals, poisonous plants, fallen trees) and how to identify and navigate these.	<input checked="" type="checkbox"/>
Recommend having staff roving the site/course, positioned at control points and/or on the extremities of the course, especially when students are beginners or where the area contains uncontrollable risks.	<input checked="" type="checkbox"/>
Equipment	
Carry electronic and other equipment that can be damaged by water in water resistant containers.	<input checked="" type="checkbox"/>
Ensure the teacher responsible for the activity has a copy of all courses to be used, including any updates made during the initial survey. These should be on-hand and available for the duration of the orienteering activity.	<input checked="" type="checkbox"/>
Physical exertion	
Ensure appropriate warm-up activities are conducted prior to the start of an event.	<input type="checkbox"/>
Instruct students to proceed 'at their own pace' to avoid over exertion.	<input checked="" type="checkbox"/>
Adhere to Orienteering Queensland's Extreme Weather Conditions Procedure .	<input type="checkbox"/>
Student considerations	
Ensure the suitability and competency of students participating in the activity.	<input checked="" type="checkbox"/>
Organise beginners to work in pairs or small groups.	<input checked="" type="checkbox"/>
Follow a program of graded development in: <ul style="list-style-type: none"> map and compass work basic physical fitness navigation skills including the use of handrails, attack points, aiming off, collecting features and catching features. 	<input type="checkbox"/>
Include instruction to participants regarding: <ul style="list-style-type: none"> relocation techniques predetermined safety bearings (e.g. easily identifiable geographic feature) and how to use them use of the emergency whistle or airhorn the set finishing time and the requirement to return at that time, whether or not they have completed the course areas that are out of bounds. 	<input type="checkbox"/>
Ensure all start times are recorded and that all students report in to the finish, even if they have not completed their course.	<input checked="" type="checkbox"/>
Vehicles	
When courses expose students to traffic and/or roads, ensure they have been instructed to be aware of vehicles and adhere to pedestrian road rules .	<input checked="" type="checkbox"/>
Water - still/moving	
Avoid setting courses that cross dangerous/deep water.	<input checked="" type="checkbox"/>
Be aware of potential hazards from running and/or rising water.	<input type="checkbox"/>

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Staff/Other Participants			
Family Name	Given Name	Type	Other Participants Role
Crosby	Bret	Staff Member	N/A
Dilger	Darryl	Staff Member	N/A
Fulford	Hal	Staff Member	N/A
Harrison	Philip	Staff Member	N/A
Holcroft	Kimberley	Staff Member	N/A
Lazaredes	Louka	Staff Member	N/A
MacGregor	Peter	Staff Member	N/A
Marsh	Matthew	Staff Member	N/A
Watson	Dayna	Staff Member	N/A

Approval Details

Approval Status: Approved			
Approval Officer Name:	MacGregor, Peter	Approval Date:	08-Jan-2020

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Planning Considerations

Which students will be involved?

- Consider the number of students, size of student groups and students' capabilities e.g. age, experience, competence, fitness, maturity.
- Consider any individual student needs e.g. personalised learning, support provisions (including behaviour support plans), health management (including health plans and prescribed medication requirements).

Where will the students be?

- Consider the location of the activity e.g. remote/easily accessible, public /private, school/classroom/workshop/other.
- Is the number of students appropriate for the available space?
- If outdoors – sunsafe strategies are implemented; weather and environmental conditions are assessed before and during activity (e.g. temperature, storms, water currents, tides); and strategies to reduce the likelihood of viruses, allergies and skin infections caused by insects (e.g. ticks, mosquitoes, spiders) and other animals are applied.
- The site is checked for hazards (e.g. poisonous plants, dangerous animals, uneven terrain, barbed wire,) and necessary controls implemented.
- Activities are appropriately situated in relation to buildings, pedestrians, members of the public, vehicles and other activities e.g. designated areas for activity, spectators and vehicles are established.

What will the students be doing?

- Consider the nature and duration of the activity i.e. need for drinking water, food, rest, appropriate clothing, warm-up and warm-down.
- Instruction in rules and pre-requisite skills is provided.
- Student skills are developed in a progressive and sequential manner.
- First aid and emergency medical treatment provisions are appropriate for the type of activity and location e.g. first aid kit, first aid trained personnel, Ventolin®, Epipen®, and students' personal prescribed medications as required in health plans are available.
- Emergency response strategies are in place e.g. communication plans (e.g. mobile phone, walkie talkie), safety induction, evacuation plans.
- Hair, clothing, footwear and jewellery are worn in a manner that is appropriate and safe for the activity.
- Personal items, e.g. drink bottles, towels and mouthguards, will not be shared between students.

What will the students be using?

- Instruction in safety procedures and safe handling of equipment is provided.
- Equipment is suitable for the activity, properly maintained, appropriately used and complies with the relevant safety standard.
- [Relevant department procedures and guidelines](#) are adhered to for the use of equipment and work processes.

Who will be leading the activity?

- A registered teacher has overall responsibility for the activity.
- Sufficient adult supervision is in place to manage the activity safely (including in emergency situations).
- The activity leader has the competence (knowledge and skills) to plan, induct, instruct and manage the activity safely for students and others.
- There are sufficient adults present with current First Aid qualifications (including CPR) or ready access to qualified first aid personnel.
- Blue Card requirements are adhered to for leaders/volunteers.

I have incorporated the above factors when planning my risk management strategies for this activity.

Additional activity-specific requirements for students with specialised learning needs are provided in the Other Details box below.

TEEC Teachers will modify / adjust orienteering programs to take into account specific learning needs of individual students

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Monitor and Review

Informal review of activity with students following completion of activity