

MARANATHA RECREATION CAMP, YANDINA – CAMP GROUNDS AND ACCOMMODATION

- 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](#).
Camp Grounds and Accommodation. Maranatha Recreation Camp, Yandina

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:

Activity requirements

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

Our highly experienced instructors hold a range of relevant outdoor qualifications, a current Blue Card Working with Children Check and CPR certification. The adventure courses and equipment are rigorously maintained and regularly inspected by third party certifiers and qualified arborists. A comprehensive Fire & Emergency Management Plan is in operation with regular inspections and safety checks. All groups will be briefed on fire safety and evacuation procedures on arrival. (Source: Marantha Recreation Camp, Yandina Website).

Rules (Source: Marantha Recreation Camp, Yandina Website).

- No smoking, drugs or alcohol
- Not nuts – NUT FREE CAMP
- Please conserve water and power
- Only Blue Card holders, teachers/staff and parents permitted on school camps
- Respect all staff on site
- Noise restrictions past 10pm
- All visitors must report to office
- Keep camp, rooms and hall tidy



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;
 - 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

- Students will be placed in mixed ability groups for accommodation with consideration given to behaviour, medical conditions and identified additional needs.
- Students with long hair will be required to have their hair tied back before participating in this activity.
- Students are asked to remove jewellery. In the case of students wearing jewellery for cultural / religious reasons, they will be asked to cover and protect the jewellery (e.g. tape).
- Students are to regularly apply sunscreen and insect repellent.
- Students to have individual water bottles, ensuring they regularly filled.
- Students are to wear sunsafe clothing, including a hat during the day
- Students are to wear appropriate clothing for the elements, day and night
- Students are to wear enclosed shoes at all times whilst on the camp grounds and during activities.
- Ensure that students go to the bathroom in pairs.
- Students must obey out of bounds areas including fenced off areas and the carpark
- Students must obey all directions from Maranatha Recreation Camp staff
- Students must not enter any of the activity areas unless it is an Maranatha Recreation Camp led activity.
- Students to take care to prevent falls and trips whilst on camp grounds
- Students are not to use the camp pool unless under the direct supervision of activity staff and registered teachers
- Students are encouraged to use torches whilst walking around camp grounds at night.
- Students must keep accommodation areas clean and tidy, clear of objects, bags and belongings
- Students are not to run in accommodation buildings or around the camp grounds.
- Students to take care when traversing staircases, maintaining 3 points of contact.
- Students are not to stand on, or rock bunkbeds

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
 - 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
 - **must** suspend the activity if the conditions become unfavourable (e.g. poor visibility, extreme temperatures, thunderstorms).

Add additional supervision details

- Registered teacher to have ready access to mobile phone to call for assistance in case of emergency.
- Registered teacher to refer to Individual Student Risk Assessments for students identified with additional needs, high risk behaviours, medical conditions and dietary requirements.
- Registered teacher to inform Maranatha Recreation Camp staff about students who have been identified with additional needs, high risk behaviours, medical conditions and dietary requirements.
- Registered teacher to monitor and take charge of behavioural issues if needed and attend to any pre-existing medical conditions.
- Registered teacher to listen to camp safety briefings and provide support to communicate information to students if needed.
- Registered teachers supervising each group will have the relevant medical/emergency plans and medications readily available (Ventolin, EpiPen etc.)
- Additional supervision by registered teacher will be provided for the group which has been identified as having significant additional needs / medical conditions.
- 3 designated First Aid staff – report all accidents/incidents and injuries to Maranatha Recreation Camp staff ASAP
- 1 designated registered teacher to administer medication

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

- At least 1 registered teacher will be responsible for a group of students – camp grounds and accommodation
- Please refer to Maranatha Recreation Camp staff qualifications.

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.
- Registered teacher to inspect the camp grounds and accommodation facilities and ensure soundness on a regular basis.
 - Registered teacher to ensure that students are wearing sun safety equipment (hat, sunscreen, sunsafe clothing etc.) during the day.
 - Registered teacher to ensure that students are wearing appropriate clothing and footwear (no singlets, skirts, short shorts, thongs, crocs etc.), especially warm clothing at night.
 - Registered teacher to ensure that each student has a drink bottle and remind them to fill on a regular basis
 - Registered teacher to have ready access to a first aid kit at all times.
 - Registered teacher will monitor weather and discuss safety with Recreation Camp Staff.

Hazards and control measures

Information on managing common hazards and risks in the school environment can be found at [Hazards and risks](#).

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/managing-risks-in-school-curriculum-activities-procedure> to ensure you have the most current version of this document.



**Queensland
Government**

Add rows to the tables as necessary.

Considering environmental hazards	PlannRed control measures
Insects and wildlife	<ul style="list-style-type: none"> • Instruct students not to feed wildlife and how to respond to approaching wildlife • Students are encouraged to apply insect repellent at regular intervals throughout the day/evening • First aid kit with supervising staff. • Adhere to established practices regarding the use of insect repellent, outlined in <i>Insect viruses and allergies</i> https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/insect-viruses-allergies – <i>Teachers are not required to apply insect repellent to all students. However, school staff should supervise younger students and can provide assistance to students who may be experiencing difficulty in applying the insect repellent. Personal insect repellents should only be used in accordance with the manufacturer's recommendations noted on the product.</i> – <i>Parents should be notified immediately if any adverse reaction to insect repellent occurs after application.</i>
Bodily fluids (blood, sweat, saliva, vomit)	<ul style="list-style-type: none"> • All clothing, equipment and surfaces contaminated by should be treated as potentially infectious. • Have sufficient and suitable containment material available (bandages, vomit bags, sanitiser gel and wipes etc) • Ensure that personal items such as water bottles are not shared.
Environmental conditions (weather, surfaces, surrounds)	<ul style="list-style-type: none"> • Assess weather conditions and liaise with Maranatha Recreation staff as needed. • Check and assess surrounds for loose items, debris and hazards • Ensure visibility of all students during free time period • Monitor students for signs of heat stress or becoming too cold. • Encourage students to regularly drink water
Considering facilities and equipment hazards	Planned control measures
Hazards in the environment	<ul style="list-style-type: none"> • Conduct a field check of the camp grounds to identify and manage surface hazards.
Considering students	Planned control measures
Exhaustion and fatigue	<ul style="list-style-type: none"> • Ensure drink breaks occur regularly. Make water available for students.
Weather elements	<ul style="list-style-type: none"> • Ensure that students are wearing appropriate clothing for the temperature.

Injury	<ul style="list-style-type: none"> • First aid equipment readily available. • First aid trained staff are identified and available. • Supervising staff aware of first aid facilities and equipment.
Student issues	<ul style="list-style-type: none"> • Students aware of activity prior to camp attendance • Trust activities and get to know you activities participated in prior to camp. • All students listen and participate in safety briefing. • Roll marking procedure in place.

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:		

