

TRANSPORT

- 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](#).

Transportation of students to off-site locations.

Transport details:

- 127 students
- 8 staff members
- Southern Cross Transit
- 3 x Bus with STANDARD CAPACITY with S/Belts, Aircon & Luggage

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: <input checked="" type="checkbox"/>	Medium risk: <input type="checkbox"/>	High risk: <input checked="" type="checkbox"/>	Extreme risk: <input type="checkbox"/>
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Activity requirements

- Two supervisors per bus. Parent permission required.
- At least one supervisor to be QCT registered teacher.
- A list of emergency contact details of all participants carried by all supervising teachers
- A medical alert list and a process for administering student medication carried by all supervising teachers
- All supervising teachers to carry a mobile phone incase of emergency situation
- Appointed emergency contact: Principal – Angela Gooley
- First aid kits carried by all supervising teachers
- Roll marking process applied on departure
- List of student / bus allocation details available at school administration
- Air conditioned buses with working seat belts. Accredited driver.
- Pre-teaching students expectations of bus travel – not distracting the driver, quiet voices, remaining in seats and wearing a seatbelt at all times
- Students will board and depart the bus in designated zones

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

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

- Remain seated and wear seatbelts at all times
- Keep noise to a minimum to limit distractions for the bus driver
- Listen to safety briefings
- Inform teacher if feeling unwell
- Inform teacher if needing to use the bathroom

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 monitor and take charge of behavioural issues if needed and attend to any pre-existing medical conditions.
- Registered teachers supervising each bus will have the relevant medical/emergency plans and medications readily available (Ventolin, EpiPen etc.)
- 1 designated First Aid staff member per bus – report all accidents/incidents and to SCSS administration ASAP
- Student attendance is to be taken before departure and on arrival – staff must sight students before marking them present.

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

- 2 QCT registered teachers per bus
- 1 certified first aid provider per bus

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 ensure that each student has a drink bottle filled with water prior to departure
 - Registered teacher to have ready access to a first aid kit at all times.
 - Registered teacher to ensure seatbelts are working efficiently and that all students are wearing them at all times

Hazards and control measures

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

Add rows to the tables as necessary.

Considering environmental hazards	PlannRed control measures
Driver distraction	<ul style="list-style-type: none">• Supervisors to ensure that all students remain seated and behave in a manner that does not cause distraction to the driver.
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.
Considering facilities and equipment hazards	Planned control measures

Traffic incident	<ul style="list-style-type: none"> In the unlikely event that there is an accident, supervisors will ensure that uninjured students are supervised in a safe location, contact relevant emergency services if required and contact the school principal.
Extended delay due to traffic incident or emergency	<ul style="list-style-type: none"> Supervisors to ensure students have access to water if required. If a toilet break is required, supervising teachers will discuss appropriate location with bus driver and contact other buses and school administration to notify change in route.
Considering students	Planned control measures
Students needing to use the bathroom	<ul style="list-style-type: none"> Teacher to inform driver In negotiation with driver, stop at the closest appropriate facility Staff member along with student buddy, to escort student/s to bathroom
Injury	<ul style="list-style-type: none"> First aid equipment readily available. First aid trained staff member on each bus Supervising staff aware of first aid facilities and equipment.
Motion Sickness	<ul style="list-style-type: none"> Supervisors aware of students with history of motion sickness. Students to be seated at the front of the bus. Vomit bags provided. Supervisors to ensure they carry water, baby wipes, plastic bag and spare clothing.
Student issues	<ul style="list-style-type: none"> 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:		