

# OSHC Incursions Australia

## Soap Making Activity

**Note:** This template may be used in combination with a Curriculum Activity Risk Assessment (CARA) guideline or for an activity for which no guideline exists. Queensland state school staff are encouraged to prepare CARAs on OneSchool.

Activity Description: Soap Making	
Teachers/Leaders: Fiona Patching or Janelle Latcham	
Class groups:	No. of students (approx):
Start date:	Finish Date: Supervision ratio (approx):

Use this risk assessment matrix as a guide to assess the inherent risk level. Refer to the Risk Assessment Information Sheet for further details.

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Indicate the assessed risk level and undertake the actions required for that level of risk.

Inherent risk level			Action required/approval
<input checked="" type="checkbox"/>	Low	Little chance of incident or injury	<input checked="" type="checkbox"/> Manage through regular planning processes.
<input type="checkbox"/>	Medium	Some chance of an incident and injury requiring first aid	<input checked="" type="checkbox"/> Document controls in planning documents and/or complete this <i>Curriculum Activity Risk Assessment</i> . <input checked="" type="checkbox"/> Consider obtaining parental/carer permission, and if activity held <b>off-site</b> , parental/carer permission is required. <input checked="" type="checkbox"/> Refer to School Excursions procedure for Variation to School Routine application.
<input type="checkbox"/>	High	Likely chance of a serious incident and injury requiring medical treatment	<input checked="" type="checkbox"/> A <i>Curriculum Activity Risk Assessment</i> is required to be completed. <input checked="" type="checkbox"/> Principal or head of program (i.e. DP, HOD, HOSES) approval is required prior to conducting this activity. <input checked="" type="checkbox"/> Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i> . <input checked="" type="checkbox"/> Parental/carer permission is recommended, and if activity held <b>off-site</b> , parental/carer permission is required.



Inherent risk level		Action required/approval
<input type="checkbox"/>	<b>Extreme</b>	<p>High chance of a serious incident resulting in highly debilitating injury</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Consider conducting an alternative activity.</li> <li><input checked="" type="checkbox"/> A <i>Curriculum Activity Risk Assessment</i> <b>must</b> be completed.</li> <li><input checked="" type="checkbox"/> Principal approval is required prior to conducting this activity.</li> <li><input checked="" type="checkbox"/> Parental permission <b>must</b> be obtained for student participation.</li> <li><input checked="" type="checkbox"/> Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i>.</li> </ul>

### Minimum supervision

- Adequate adult supervision must be provided. A broad range of variables will affect your decision about what constitutes adequate supervision, for example:
  - nature of the activity conducted
  - number of students/size of groups, if more than one group
  - needs of students and their expected capabilities (i.e. experience, competence, fitness)
  - the leaders' experience
  - planned duration of the activity
  - suitability and availability of equipment
  - environmental and weather conditions
  - difficulties/distance/condition of the venue/site of the activity (e.g. trails, vehicle tracks, roads)
  - remoteness of the activity
  - likelihood of leader becoming incapacitated or separated from participants.
- If an adult other than a registered teacher is engaged for instruction, a teacher should be present to take overall responsibility. Blue Card requirements must be adhered to.

Please provide information on supervision:

Children will be supervised in small to medium groups with instructor present at all times. Centre staff will also be in the vicinity of the activity.

### Minimum activity-specific qualifications for supervisors

Relevant qualifications will depend on the nature of the activity, but as a minimum you should consider:

- that there are sufficient adults with current First Aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel
- if operating more than one hour away from Emergency Services, current Remote Area First Aid
- depending on the nature of the activity, 'competence' may be sufficient for the activity leader rather than a formal qualification. A teacher/leader could demonstrate a reasonable level of competence by two or more of the following:
  - knowledge of the activity and the associated hazards and risks
  - experience (i.e. previous involvement) in undertaking the activity
  - demonstrated ability and/or expertise to undertake the activity
  - possession of qualifications related to the activity.
- if the activity is being conducted by external leaders, obtain a copy of relevant qualifications and risk management information.

Please provide information on the leader's/supervisor's relevant qualifications or competence:

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Instructors have first aid certificates and are trained in the appropriate use of materials for the workshop.

### Minimum activity-specific equipment/facilities

Consider the equipment and facilities required for the activity. Depending on the nature of the activity, this may include:

- First Aid kit (including sufficient and suitable bandages, ice packs, etc as appropriate)
- communication equipment e.g. phone line at location, mobile phone, satellite phone, whistle/marine whistle, walkie talkie/UHF/VHF radio, PLB (personal locator beacon)
- drinking water (students should not share drinking containers)
- sun safety equipment if outdoors (hat, sunscreen, shirt, shade, etc)
- appropriate clothing (consider weather conditions if outdoors)
- injury management procedure (including head injuries where this is a possibility) in place
- suitable personal protective equipment
- all equipment and facilities should comply with relevant safety standards.

Please provide information on activity-specific equipment/facilities:

First aid kit to be provided by the centre.  
Water for hand washing.

### Governing bodies/associations

- Guidelines/codes of practice are available for many activities. Refer to the relevant governing body/ association, if one exists.
- If you are organising sporting competitions or events, refer to Queensland School Sport Unit.

Please provide information on governing bodies/associations, if relevant:

N/A

### Activity-specific hazards/risks and suggested control measures

Consider the potential hazards and risks involved with this activity and control measures that will be implemented to minimise these risks. Depending on the nature of the activity, this may include:

- establish processes to maintain safe hygiene standards
- be prepared to deal with student injuries/accidents involving bodily fluids that are possible given the nature of the activity and students. Ensure familiarity with Management of Prescribed Contagious Conditions and Infection Control Guideline.

- provide instruction in rules, safety procedures, safe handling of equipment, and prerequisite skills before students commence the activity
- follow progressive and sequential skills development
- monitor student numbers and available space
- provide complete safety instructions on the use of all equipment
- if outdoors, adopt sun-safe strategies, e.g: schedule activity early morning/late afternoon; shaded areas; hats, sun-smart clothing, sunscreen
- check site for hazards and implement controls as necessary
- check site for poisonous plants/dangerous animals
- establish safe, designated areas for people and vehicles
- refer to *Chemical Hazards in the Curriculum* guideline and related *Guidance Notes* if hazardous substances are being used
- establish safety zones for use of equipment, if relevant
- ensure electrical items are maintained as required, and visually inspected before use
- if students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are available (insulin, Ventolin®, EpiPen®, etc)
- refer to Individual Education Plan/Educational Adjustment Plan/Behaviour Management Plan and other student documents
- where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers
- if the activity involves manual tasks, undertake a risk management process to prevent or minimise the risk of injuries
- procedures should be put in place to ban, dissuade or protect (e.g. tape) the wearing of jewellery
- for sporting activities:
  - assess suitability of surface/playing field (loose items, debris, potholes/divots in ground, line markers, or other hazards) and dampness before and during activity, and that the surface is non-slip, even and firm
  - modify activities to match the skill and fitness levels of students
  - have appropriate warm-up and warm-down activities
  - continually monitor students for signs of fatigue and exhaustion
  - if spectacles need to be worn during sports activities/matches and training sessions, ensure that they have plastic frames and plastic lenses. A band should also hold the spectacles on securely.
- for outdoor activities:
  - assess weather conditions before and during activity (e.g. temperature, storms)
  - site activities away from buildings, pedestrians and other activities (as appropriate)
  - consider hazards associated with types of fencing materials, gates and other infrastructure (e.g. barbed wire, star pickets, electrified fencing, rough timber, uneven terrain) and the risk of students being injured by these materials and conditions.

Please provide information on hazards/risks and planned control measures:

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Soap is to be heated using an induction heat top to ensure a low risk of burns. Children will not be permitted near the heat top during the workshop.

Scents to be used in the soap will be poured by workshop or centre staff only. MSDS provided.

Children will be supervised and assisted (for younger children) to pour their soap into their molds. Soap is only warm so will have no risk of burns.

Approval	
<input type="checkbox"/>	Approved as submitted
<input type="checkbox"/>	Approved with the following conditions:
<input type="checkbox"/>	Not approved for the following reasons:
By:	Designation:
Signed:	Date:
Once approved, activity details should be entered into the <i>School Curriculum Activity Register</i> by administrative staff.	Reference No.

Monitor and Review <i>(to be completed during and/or after the activity.)</i>	Yes	No
Are the control measures still effective?	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes?	<input type="checkbox"/>	<input type="checkbox"/>
Are further actions required?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		

### Useful activity-specific links

- *Chemical Hazards in the Curriculum* – Curriculum Activity Risk Assessment guideline  
<http://education.qld.gov.au/curriculum/carmg/doc/chemical-hazards-template.doc>
- *Chemical Hazards Guidance Notes*  
<http://education.qld.gov.au/curriculum/carmg/doc/guidance-notes.doc>
- Developing a Sun Safety Strategy  
<http://ppr.det.qld.gov.au/education/community/Pages/Developing-a-Sun-Safety-Strategy.aspx>
- First Aid  
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/First-Aid.aspx>
- Hazards and Risks – Electrical  
<http://education.qld.gov.au/health/safety/hazards/electrical.html>
- Health and Safety Incident Recording, Notification and Management  
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health-and-Safety-Incident-Recording,-Notification-and-Management.aspx>
- How to manage work health and safety risks – Code of Practice 2011  
<http://www.deir.qld.gov.au/workplace/resources/pdfs/manage-whs-risks-cop-2011.pdf>

- Infection Control guidelines  
<http://ppr.det.qld.gov.au/corp/hr/workplace/Procedure%20Attachments/Infection%20Control/guideline.doc>
- Management of Prescribed Contagious Conditions  
<http://ppr.det.qld.gov.au/education/community/Pages/Management-of-Prescribed-Contagious-Conditions.aspx>
- Managing Risks in School Curriculum Activities  
<http://ppr.det.qld.gov.au/education/management/Pages/Managing-Risks-in-School-Curriculum-Activities.aspx>
- Managing Risks with Chemicals in Department of Education, Training and Employment (DETE) Workplaces  
[http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Managing-Risks-with-Chemicals-in-Department-of-Education,-Training-and-Employment-\(DETE\)-Workplaces.aspx](http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Managing-Risks-with-Chemicals-in-Department-of-Education,-Training-and-Employment-(DETE)-Workplaces.aspx)
- Queensland School Sport  
[http://www.learningplace.com.au/default\\_suborg.asp?orgid=128&suborgid=788](http://www.learningplace.com.au/default_suborg.asp?orgid=128&suborgid=788)
- Recreational Diving, Recreational Technical Diving and Snorkelling – Code of Practice 2011  
<http://www.deir.qld.gov.au/workplace/resources/pdfs/recreational-diving-recreational-technical-diving-snorkelling-cop-2011.pdf>
- Risk Assessment Information Sheet  
<http://education.qld.gov.au/curriculum/carmg/doc/cara-information-sheet.doc>
- Safe Work Australia – Safety Data Sheets (SDS)  
<http://www.safeworkaustralia.gov.au/sites/swa/whs-information/hazardous-chemicals/sds/pages/sds>
- Safety Data Sheets (SDS) and Labelling  
<http://www.deir.qld.gov.au/workplace/hazards/hazchem/managing-risks/labelling-and-safety-data-sheets/index.html>
- *Safety in Recreational Water Activities Act 2011 (Qld)*  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/S/SafeRecWaA11.pdf>
- School Excursions  
<http://ppr.det.qld.gov.au/education/management/Pages/School-Excursions.aspx>
- Working with Children Check – Blue Cards  
<http://ppr.det.qld.gov.au/corp/hr/management/Pages/Working-with-Children-Check---Blue-Cards.aspx>

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