## CARA planner

The CARA planner must be used by staff when developing a unit plan within the three levels of planning[[1]](#footnote-1). The CARA planner assists staff to identify the potential hazards, the inherent risk level and control measures for curriculum activities. If a [CARA guideline](https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines) exists for the activity it must be used in conjunction with the CARA planner.

Further information about planning, is found in the [Managing risks in school curriculum activities](https://ppr.mpe.qed.qld.gov.au/pp/managing-risks-in-school-curriculum-activities-procedure) procedure and the [CARA generic template](https://ppr.mpe.qed.qld.gov.au/attachment/cara-generic-template.docx).

## CARA risk matrix

The **CARA risk matrix** is used to assist in determining **risk levels** of curriculum activities. Consider each hazard in terms of the **likelihood** of an incident occurring in conjunction with the **consequence** (or injury) if the incident did occur.

**INHERENT RISK = Consequence** if an incident were to occur **x Likelihood** of an incident occurring before any control measures are put in place.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Injury requiring no treatment. | Injury requiring first aid treatment. | Injury requiring medical treatment | Injury requiring specialist medical treatment or hospitalisation. | Injury resulting in loss of life or permanent disability. |  |
| Risk matrix | | | | | |  |
| Expected to occur in most circumstances |  |
| Will probably occur in most circumstances |  |
| Might occur occasionally |  |
| Could happen at some time |  |
| May only occur in exceptional circumstances |  |

1. Additional information about three levels of planning, aligned to the Australian Curriculum achievement standards, is available in the[*P-12 curriculum, assessment and reporting framework*](https://education.qld.gov.au/curriculum/stages-of-schooling/p-12)*,* the supporting document[*Assessment and moderation in Prep to Year 10*,](https://education.qld.gov.au/curriculum/stages-of-schooling/p-12) and the [Assessment and Moderation Hub](https://learningplace.eq.edu.au/cx/resources/file/76fcf9c5-4485-4fa1-9981-19073ca3865b/1/index.html).

   2 The *CARA Risk Matrix* is found on Page 2.

   3 The [CARA flowchart](https://ppr.mpe.qed.qld.gov.au/attachment/managing-risks-in-school-curriculum-activities-flowchart.pdf) can be found on the Policy and Procedure website [↑](#footnote-ref-1)