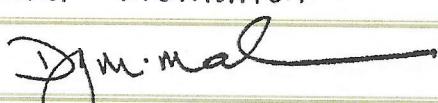


BDSSS 13-19yrs CURRICULUM ACTIVITY RISK ASSESSMENT

School/College	Bundaberg West State School		
Curriculum Activity (Attach the EQ Activity Guidelines to this document)	Squash		
Risk Level	Medium		
Details of Activity	A racquet and ball sport played by two players in a four walled court with a small hollow ball. The objective of the game is to hit the ball in such a way that the opponent is not able to play a valid return.		
Teachers / Leaders of Activity	Wendy Freeman		
Year Levels Involved	7-12		
Start Date	02/03/2023	End Date	02/03/2023
Approximate Supervision Ratio	1:10		
Venue	Bundaberg Squash Centre 1 John Street, Bundaberg Qld 4670		
Minimum supervision requirements met (as per Education Queensland Curriculum Activity Risk Management Guideline)		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
A registered teacher will be present to take overall control		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Minimum qualification requirements met (as per Education Queensland Curriculum Activity Risk Management Guideline)		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Blue Card requirements met		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Minimum Equipment / Facilities Requirements met (as per Education Queensland Curriculum Activity Risk Management Guideline)		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If NO for any of the above, risk will be managed through the following			
Suggested control measures have been met (as per Education Queensland Curriculum Activity Risk Management Guideline)		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If NO, risk will be managed through the following			
Is parental permission required for this activity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If YES has it been gained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the Venue holding the Competition/Trials have a Covid-19 Safe Plan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If NO (and it is a School), does the Principal of that School approve the use of their school and comply with the Covid-19 Safety measures	<input type="checkbox"/> Yes <input type="checkbox"/> No

Extra Information	
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Submitted by	Wendy Freeman	Date	21/02/2023
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APPROVAL	
<input type="checkbox"/>	Approved as submitted
<input type="checkbox"/>	Approved with the following condition(s)
<input type="checkbox"/>	Not approved for the following reason(s)
By:	Daniel McMahon
Designation:	BDSSS Chair
Signed:	
Date:	23 / 2 / 23

Teachers / Leaders of this activity who have been trained in these procedures and read the relevant Education Queensland Activity Guidelines.	
Wendy Freeman	

Monitor and Review	
Are the control measures still effective?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have there been any changes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are further actions required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details:	
Completed By	
Date	/ /

Squash

Guideline review date: 28 October 2021

This guideline is provided to support schools in implementing the [managing risks in school curriculum activities procedure](#).

The [CARA planner](#) must be used for the specific school context in conjunction with this guideline considering additional risks, hazards and controls and including environmental, facility, equipment and student considerations.

For activities beyond the scope of this guideline, complete a CARA record using the [CARA generic template](#).

Activity scope

This guideline relates to student participation in squash or racquetball as an activity to support curriculum delivery.

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](#).

Medium risk

Squash activities in a confined space involving regulation equipment

Activity requirements

If any requirement cannot be met, the activity must not occur.

If any other safety recommendation cannot be met, modify the activity (or elements of it) and/or identify and use the [hierarchy of controls](#) to implement alternative control measures to meet or exceed the minimum safety standard.

Competition rules and procedures with additional or more stringent safety requirements must take precedence.

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.

Emergency and first-aid

Emergency plans and injury management procedures must be established for foreseeable incidents (e.g. evacuation procedure, provision of [first aid](#)).

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.

Safety procedures must be determined for the location (e.g. out-of-bounds areas, location of first aid support and equipment).

Access is required to [first aid equipment](#) (DOCX, 479KB) and consumables suitable for foreseeable incidents.

An adult with current emergency qualifications is required to be quickly accessible to the activity area. Emergency qualifications include:

- [HLTAID009—provide cardiopulmonary resuscitation \(CPR\)](#) or equivalent
- [HLTAID011—provide first aid](#) or [SISSS00118—sports trainer level 1](#) or equivalent.

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. player movement to avoid collision, swinging/hitting techniques.

Consent

[Parent consent](#) is required for all activities conducted off-site.

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' medical condition or 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

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. extreme temperatures).

Do not allow inexperienced players to play doubles. Closely supervise experienced players when playing doubles.

Supervisor qualifications recommendations

Principals 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—Blue Cards 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.

For **medium risk** activities:

- At least one adult supervisor is required to be:
 - a registered teacher with competence (knowledge and skills) in teaching squash; or
 - an adult supervisor working under the direct supervision of a registered teacher, with [Foundation Coach accreditation](#) with Squash Australia.

Facilities and equipment recommendations

The qualified adult supervisor of the activity, in consultation with the principal, determines the requirements for facilities and equipment appropriate to the local context.

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.

Participants must wear [personal protective equipment](#) appropriate to the activity (e.g. eye protection, enclosed footwear suited to playing conditions).

Equipment (e.g. squash balls) must be sized to match the ability and strength of students.

All equipment must be used in accordance with the manufacturer's instructions.

Racquets must have sufficient non-slip taping/grips in good condition.

Hazards and controls

Further to those listed, include any additional hazards and control measures considering the local context of the activity.

Environmental hazards	Control measures
Biological hazards Body fluids (e.g. blood, saliva, sweat)	Manage bodily substances (e.g. blood) and open wounds before, during and after the activity. Consult infection control guidelines (PDF, 946KB) and Queensland Health's exclusion periods for infectious conditions poster (PDF, 1.5MB) for hygienic practices and first aid. Follow appropriate cleaning and hygiene management practices when using shared equipment (Departmental staff search "cleaning advice for shared equipment" in OnePortal).
Environmental conditions Weather, sun, humidity	Follow the managing excessive heat in schools guidelines when participating in very hot or extreme heat conditions. Ensure drink breaks occur regularly. Make water available for individual participants between drink breaks. Dry equipment (including racquet grips and balls) if conditions cause dampness.
Facilities and equipment hazards	Control measures

Playing surface	<p>Conduct a field check to identify and manage surface hazards. Clear (e.g. sweep and mop) the playing surface from loose items, sweat or debris. Do not participate on a slippery surface.</p> <p>Cover/fill playing surface hazards (e.g. sprinkler heads, holes) to be level with the surrounds.</p>
Trip hazards	<p>Do not allow hazards (e.g. spectators, chairs, bags) on the court while play is in progress.</p> <p>Do not allow balls or water bottles to remain on the court during play.</p> <p>Implement safety protocols to manage stray balls (e.g. calling a 'let' to break play).</p> <p>Do not flick balls off the floor using a racquet.</p>
Student considerations	Control measures
Collision	<p>Avoid collision and accidental contact with racquet during practice. Adjust the player numbers or players' relative positions with their racquets.</p> <p>Position left and right-handed participants safely during instruction (e.g. left-handed participants on the right of the group for backhand skills practice).</p>
Physical exertion	<p>Conduct warm-up/cool-down activities.</p> <p>Continually monitor participants for signs of fatigue and exhaustion.</p>
Spectacles	<p>Do not allow spectacles made of glass to be worn, unless adequate measures to prevent breakage are taken.</p>
Student issues	<p>Remove accessories (e.g. jewellery, lanyards) before participating.</p> <p>Ensure fingernails, hair and clothing (e.g. pockets) do not interfere with the activity.</p>

Wear light-coloured clothing to aid ball visibility.

Additional links

- [Squash Australia – OzSquash](#)
- [Sports Medicine Australia injury fact sheets](#)

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Last updated 16 November 2021