Queensland Representative School Sport

Risk Assessment Form

Part 1 - Confirmation of annual training completion:	
QRSS Induction including concussion (state and non-state staff):	Completed ☐
DoE MAST (Mandatory All Staff Training):	Completed ☐
Student Protection Training (state and non-state staff):	Completed ☐
First Aid:	Completed ☐

Activity Scope	
QRSS Official Name:	QRSS Team/Age Group:
Activity description:	
Start date:	Finish date:	No. of students (approx.):
		Supervision ratio (approx.):

Minimum supervision

Adequate adult supervision is to be provided at all times. In determining what is adequate, consider the number of students, their individual needs, and the nature of the activity.
If an adult other than a registered teacher is engaged for instruction, a teacher must be present to take overall responsibility. **Blue card** requirements **must** be adhered to.

QRSS Team / Event Officials
(List the names of those who were involved in the preparation of this risk assessment.)

Official's Name	Role	Date

Approval (To be submitted to appropriate QRSS officer as outlined in the handbook)

☐	Official - I have read the Risk Assessment handbook, understand the requirements and have fulfilled my responsibilities. I am aware that I need to check the CARA guidelines to ensure the most recent updates by the Department are considered.	Signature:	Date:
☐	Approved and submitted by DC/RSSO into the Risk Register	Signature:	Date:
☐	Responsible Officer* approval for high risk and extreme activities (if required)	Signature:	Date:
☐	QRSS Sport Officer (if required)	Signature:	Date:
		Register number:	

*Includes RSSO, Principal, Deputy Principal, Head of Department, Committee Chair

Monitor and review to *be completed during and/or after the activity and/or at the completion of the series of activities.*	Yes	No
Are the control measures still effective?	☐	☐
Have there been any changes?	☐	☐
Are further actions required?	☐	☐

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Part 2 - Risk Assessment

Officials in charge of a QRSS trial/event at any level of competition should:

- Identify potential hazards
- Assess their significance
- Manage the potential risks through the identified control measures according to the guidelines in the Risk Assessment handbook

Item for Consideration	Select your role	Assessment • Tick Not Applicable if not relevant • Tick Planning/Control Measures where requirements comply		Hazard • List identified hazards and control measures	Control Measures
Blue cards (non-DoE staff working with students)	☐ Manager ☐ Coach ☐ Convenor	☐ Not Applicable	☐ Planning / Control Measures according to handbook		
Reporting student injury / concussion	☐ Manager ☐ Coach ☐ Convenor	☐ Not Applicable	☐ Planning / Control Measures according to handbook		
Storage and sharing of student information (medical details, media consent, emergency contact)	☐ Manager ☐ Coach ☐ Convenor	☐ Not Applicable	☐ Planning / Control Measures according to handbook		
Communication - QRSS Team and Event Officials (briefing on facilities, playing conditions, location, student needs, emergency action plans)	☐ Manager ☐ Coach ☐ Convenor	☐ Not Applicable	☐ Planning / Control Measures according to handbook		
Emergency action plans	☐ Manager ☐ Coach ☐ Convenor	☐ Not Applicable	☐ Planning / Control Measures according to handbook		
Athlete special needs / inclusion / disability	☐ Manager ☐ Coach ☐ Convenor	☐ Not Applicable	☐ Planning / Control Measures according to handbook		
Venue – surface, boundary/surrounds, facilities, trip hazards, entry/exit points	☐ Manager ☐ Coach ☐ Convenor	☐ Not Applicable	☐ Planning / Control Measures according to handbook		
Equipment – objects, faults, nets, boards, vehicles, umpire stands etc	☐ Manager ☐ Coach ☐ Convenor	☐ Not Applicable	☐ Planning / Control Measures according to handbook		
Playing conditions / weather	☐ Manager ☐ Coach ☐ Convenor	☐ Not Applicable	☐ Planning / Control Measures according to handbook		
Sun safety	☐ Manager ☐ Coach ☐ Convenor	☐ Not Applicable	☐ Planning / Control Measures according to handbook		
Hydration	☐ Manager ☐ Coach ☐ Convenor	☐ Not Applicable	☐ Planning / Control Measures according to handbook		
Other (eg. transport and accommodation)	☐ Manager ☐ Coach ☐ Convenor	☐ Not Applicable	☐ Planning / Control Measures according to handbook		

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