


**BDSSS 13-19yrs**  
**CURRICULUM ACTIVITY RISK ASSESSMENT**

<b>School/College</b>	Bundaberg & District Secondary School Sports		
<b>Curriculum Activity</b> <small>(Attach the EQ Activity Guidelines to this document)</small>	Teams Cross Country		
<b>Risk Level</b>	Medium		
<b>Details of Activity</b>	Students will each be running a 2km course in a relay format.		
<b>Teachers / Leaders of Activity</b>	Len Kirchner (Convenor) & School Team Managers		
<b>Year Levels Involved</b>	7-12		
<b>Start Date</b>	24 / 04 / 2023	<b>End Date</b>	24 / 04 / 2023
<b>Approximate Supervision Ratio</b>	1:20		
<b>Venue</b>	St Luke's Anglican School		
<b>Minimum supervision requirements met</b> <small>(as per Education Queensland Curriculum Activity Risk Management Guideline)</small>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>A registered teacher will be present to take overall control</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Minimum qualification requirements met</b> <small>(as per Education Queensland Curriculum Activity Risk Management Guideline)</small>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Blue Card requirements met</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Minimum Equipment / Facilities Requirements met</b> <small>(as per Education Queensland Curriculum Activity Risk Management Guideline)</small>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>If NO for any of the above, risk will be managed through the following</b>			
<b>Suggested control measures have been met</b> <small>(as per Education Queensland Curriculum Activity Risk Management Guideline)</small>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>If NO, risk will be managed through the following</b>			
<b>Is parental permission required for this activity?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<b>If YES has it been gained?</b>
			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Does the Venue holding the Competition/Trials have a Covid-19 Safe Plan</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>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</b>
			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Extra Information</b>			
<b>Submitted by</b>	Len Kirchner	<b>Date</b>	20 / 04 / 2023

<b>APPROVAL</b>	
<input checked="" 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: Virginia Warner	Designation: Len Kirchner
Signed: 	Date: 21 / 04 / 23

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

<b>Monitor and Review</b>	
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      /      /



Queensland Government

(<https://www.qld.gov.au>)

## Education

Department of Education(<https://qed.qld.gov.au/>)

# Cross country running

Guideline review date: 28 October 2021

This guideline is provided to support schools in implementing the managing risks in school curriculum activities procedure [↗](https://ppr.qed.qld.gov.au/pp/managing-risks-in-school-curriculum-activities-procedure) (<https://ppr.qed.qld.gov.au/pp/managing-risks-in-school-curriculum-activities-procedure>).

The CARA planner [↗](https://ppr.qed.qld.gov.au/attachment/cara-planner.docx) (<https://ppr.qed.qld.gov.au/attachment/cara-planner.docx>) 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 [↗](https://ppr.qed.qld.gov.au/attachment/cara-generic-template.docx) (<https://ppr.qed.qld.gov.au/attachment/cara-generic-template.docx>).

## Activity scope

This guideline relates to student participation in cross country activities 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 procedure [↗](https://ppr.qed.qld.gov.au/pp/school-excursions-procedure) (<https://ppr.qed.qld.gov.au/pp/school-excursions-procedure>).

For activities conducted as part of representative school sport programs, schools should consult with Queensland School Sport [↗](https://queenslandsschoolsport.education.qld.gov.au/) (<https://queenslandsschoolsport.education.qld.gov.au/>).

## Risk level

### Medium risk

Cross country activities involving running over natural terrain.

## 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 ([/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/hazards](#)) to implement alternative control measures to meet or exceed the minimum safety standard.



## All risk levels

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

Prior consultation is required with local authority (e.g. local government, police service) for local advice, emergency support mechanisms and additional supervision requirements to ensure participant and public safety, when participating in a public area.

### Students

Schools must consider age, maturity and skill level of students when planning curriculum activities. Adjustments are required for students with disability (*/curriculum/stages-of-schooling/p-12*) 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 [↗](https://ppr.qed.qld.gov.au/pp/managing-students-health-support-needs-at-school-procedure) (<https://ppr.qed.qld.gov.au/pp/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. separation from group, snake bites (PDF, 296KB) (*/initiativesstrategies/Documents/fact-sheet-preventing-managing-snake-bites.pdf*)).

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 that consider specific course hazards (e.g. road crossings, narrowed path).

Access is required to first aid equipment (DOCX, 479KB) (*/initiativesstrategies/Documents/first-aid-kits-facilities.DOCX*) 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) [↗](https://training.gov.au/Training/Details/HLTAID009) (<https://training.gov.au/Training/Details/HLTAID009>) or equivalent
- HLTAID011—provide first aid [↗](https://training.gov.au/Training/Details/HLTAID011) (<https://training.gov.au/Training/Details/HLTAID011>) or SISSS00118—sports trainer level 1 [↗](https://training.gov.au/Training/Details/SISSS00118) (<https://training.gov.au/Training/Details/SISSS00118>) or equivalent.



## Induction and instruction

Induction is required for all adult supervisors on emergency procedures (e.g. evacuation), safety procedures (e.g. course supervision specific to the hazards at each location, communication of emergency advice to adult supervisors) 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. safe overtaking). Students must be made aware of the location/s of emergency and first-aid equipment.

## Consent

Parent consent (DOCX, 306KB) [↗ \(https://ppr.qed.qld.gov.au/attachment/excursion-consent-form-template.docx\)](https://ppr.qed.qld.gov.au/attachment/excursion-consent-form-template.docx) 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.

Specific roles for supervisors must include emergency and general supervision roles. Road/water crossings, course hazards and places where participants may go off-course must be directly supervised and controlled.

A course organiser must be appointed to make risk, hazard and safety decisions specific to the course. The course organiser, in consultation with other adult supervisors:

- must assess weather conditions [↗ \(http://www.bom.gov.au/\)](http://www.bom.gov.au/) prior to undertaking the activity
- must inspect the intended course in order to identify variable risks, hazards and potential dangers
- must suspend the activity if the conditions become unfavourable (e.g. extreme temperatures, thunderstorms).

Before the activity, all adult supervisors:

- must be familiar with the contents of the CARA record
- must be sufficiently located around the course to provide adequate supervision and direction.

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 immediately notify the course organiser when emerging risks and hazards cannot be adequately managed.

## Supervisor qualifications

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—blue cards procedure [↗ \(https://ppr.qed.qld.gov.au/pp/working-with-children-authority-procedure\)](https://ppr.qed.qld.gov.au/pp/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:

- a registered teacher with competence (knowledge and skills) in teaching cross country running or
- an adult supervisor, working under the direct supervision of a registered teacher, with accreditation as a level 2 recreational running coach [↗ \(https://www.athletics.com.au/coach-framework/\)](https://www.athletics.com.au/coach-framework/) through Athletics Australia or equivalent.

## 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.

Location must be suitable for the activity being undertaken to ensure safe participation and that safety rules and procedures can be followed.

The intended course must:

- avoid running on public roads, where possible
- provide access to emergency vehicles
- cater for the capability and skill level of participants
- is well-defined and clearly marked on both sides
- is clear of obstacles and spectators.

Course hazards must be clearly identified and marked around the course. When courses use public roads and/or shared paths, adhere to pedestrian safety tips [↗ \(https://streetsmarts.initiatives.qld.gov.au/pedestrians/factsheet\)](https://streetsmarts.initiatives.qld.gov.au/pedestrians/factsheet).

The starting/staging area must have sufficient space to avoid trips/falls/pushing at start of event, and an adequate straight section to spread the field of athletes.

Participants must wear personal protective equipment [/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/managing/school-officers](https://initiatives-and-strategies.health-and-wellbeing/workplaces/safety/managing/school-officers)) appropriate to the activity (e.g. enclosed footwear).

Water must be available at the start and finish area.

# 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
<b>Biological material</b> Body fluids (e.g. blood, saliva, sweat)	<p>Manage bodily substances (e.g. blood) and open wounds before, during and after the activity.</p> <p>Consult infection control guidelines (PDF, 630KB) (<a href="#">/initiativesstrategies/Documents/infection-control-guideline.pdf</a>) and Queensland Health's exclusion periods for infectious conditions poster <a href="https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf">https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf</a>) for hygienic practices and first aid.</p> <p>Follow appropriate cleaning and hygiene management practices when using shared equipment (Departmental staff search "cleaning advice for shared equipment" in OnePortal).</p>
<b>Environmental conditions</b> Weather Sun Humidity	<p>The school's sun safety strategy (<a href="#">/students/student-health-safety-wellbeing/student-health/sun-safety</a>) must be followed.</p> <p>Follow the managing excessive heat in schools guidelines (<a href="#">/students/student-health-safety-wellbeing/student-health/managing-excessive-heat-schools</a>) when participating in very hot or extreme heat conditions. Consider water mist locations in hot weather.</p> <p>Establish hydration protocols for participants before during and after the event. Make water available more frequently around the course in conditions of extreme temperature.</p>
<b>Vehicles</b>	Closely supervise the course at vehicular access points.
Facilities and equipment hazards	Control measures
<b>Chemicals</b>	Follow the line marking of sports fields fact sheet (PDF, 394KB) ( <a href="#">/initiativesstrategies/Documents/line-marking-fact-sheet.pdf</a> ), if line marking is required.
<b>Electricity</b>	If power is required, ensure extension leads do not pose a tripping hazard.



<p><b>Hazardous equipment</b></p>	<p>Use course markers made from non-injurious material.</p> <p>Consider alternatives to hammer cap starting pistols (e.g. electronic starting pistol, gas powered horn, whistle, portable PA system).</p> <p>Starter pistol caps, if used, must be used in accordance with the Explosives Safety Alert <a href="https://www.rshq.qld.gov.au/safety-notice/explosives/gun-caps-ignite-pocket">↗</a> (<a href="https://www.rshq.qld.gov.au/safety-notice/explosives/gun-caps-ignite-pocket">https://www.rshq.qld.gov.au/safety-notice/explosives/gun-caps-ignite-pocket</a>) issued by the Resources Safety and Health Queensland. That is, the caps must:</p> <ul style="list-style-type: none"> <li>• be carried in a rigid container and <b>never</b> carried loose in pocket or hand</li> <li>• be limited to the immediate number required</li> <li>• avoid exposure to high temperatures</li> <li>• avoid conditions where impact or abrasion may occur.</li> <li>• be loaded into the starter pistol only when it is about to be used.</li> </ul> <p>Wear hearing protection when using any starting pistol or air horn.</p>
<p>Student consideration</p>	<p>Control measures</p>
<p><b>Collision</b></p>	<p>Ensure participants are sufficiently spaced at the start to avoid collisions.</p> <p>Keep non-participants clear of the running course.</p>
<p><b>Physical exertion</b> Exhaustion and fatigue</p>	<p>Conduct warm-up/cool-down <a href="https://www.sportaus.gov.au/coaches_and_officials/coaches/the_training_session">↗</a> (<a href="https://www.sportaus.gov.au/coaches_and_officials/coaches/the_training_session">https://www.sportaus.gov.au/coaches_and_officials/coaches/the_training_session</a>) activities.</p> <p>Instruct students to proceed at their own pace.</p> <p>Continually monitor participants for signs of fatigue and exhaustion.</p> <p>Manage injuries according to established procedures. If in doubt, do not allow students to return to participation after injury until medically cleared.</p>

**Student issues**

Ensure students have undertaken sufficient training before competing.

Implement procedures (e.g. roll marking mechanisms) to prevent separation from the group when participating off site.

## Additional links

Noise-induced hearing loss ([/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/resources](#))

Athletics Australia facilities and equipment [↗](https://www.worldathletics.org/library) (<https://www.worldathletics.org/library>)

World Athletics—manuals and guidelines [↗](https://www.worldathletics.org/about-iaaf/documents/technical-information) (<https://www.worldathletics.org/about-iaaf/documents/technical-information>)

See competition and technical rules

Queensland Athletics coach education overview [↗](https://www.qldathletics.org.au/coachesandofficials) (<https://www.qldathletics.org.au/coachesandofficials>)

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