

# Queensland School Sport

## Risk management

### Representative Sports Event - Convenor

#### Activity scope

|                       |              |                              |
|-----------------------|--------------|------------------------------|
| Teachers/leaders:     |              |                              |
| Activity description: |              |                              |
| Start date:           | Finish date: | No. of students (approx.):   |
| No. groups:           |              | Supervision ratio (approx.): |

Listed below are the minimum recommendations for this type of activity. For any items ticked 'No', provide further information on the additional or alternate controls to be implemented for the safe conduct of the activity.

| Minimum supervision   |   |
|---|---|
| <p>Adequate adult supervision is to be provided. In determining what is adequate, consider the number of students, their individual needs, and the nature of the activity.</p> <p>If an adult other than a registered teacher is engaged for instruction, a teacher should be present to take overall responsibility. <a href="#">Blue Card</a> requirements <b>must</b> be adhered to.</p> |   |
| <input type="checkbox"/>  | Registered teacher with minimum qualifications as outlined below                                |
| <b>OR</b>   |   |
| <input type="checkbox"/>  | An adult with minimum qualifications as outlined below, in the presence of a registered teacher |
| <p>Competition officials (event coordinator and event marshals) should have the qualifications set out below:</p>   |   |
| Further information:  |   |

## Minimum qualifications

*The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.*

☐ Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel.

☐ [Blue Card](#) requirements met

### The event convener should be:

☐ a registered teacher with competence (demonstrated ability to undertake the activity) in coordinating sporting events

**OR**

☐ an adult who has competence (demonstrated ability to undertake the activity) in coordinating sporting events in the presence of registered teacher.

### The event officials:

☐ have competence and demonstrated ability to undertake the required roles

☐ understand and enforce the rules.

Further information:

## Minimum equipment/facilities *If 'No' is ticked, provide further information.*

Yes

No

Communication system:

☐ phone-line at location

☐ mobile phone

☐ walkie talkies/UHF Radio

☐ student/adult messenger

Other:

A medical treatment and evacuation plan should be arranged including a medical/first aid station.

☐

☐

Access to drinking water (students should not share drinking containers)

☐

☐

Further information:

## Governing bodies/associations.

☐ Have you referred to the relevant Sport Unit? (Queensland School Sport Unit or the Regional School Sport office)

Further information:

## Hazards and suggested control measures

All persons engaging in this activity should:

- identify the hazards, including any additional hazards not mentioned here
- assess their significance
- manage the potential risks.

Listed below are common hazards/risks and suggested control measures associated with activities. They are by no means exhaustive lists. After checking these, add details of any other hazards/risks or additional controls you intend to implement. For any items not applicable, please tick N/A.

| Hazards/risks                              | Recommended control measures   | Yes                      | No                       | N/A                      | If necessary, detail how this will be implemented and any additional controls. |
|--|--|--------------------------|--------------------------|--------------------------|--|
| <b>Adults supervising students</b>         |  |                          |                          |                          |  |
| <a href="#">Blue Card</a> requirements met |  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Briefings                                  | • Brief all team officials at the pre event meeting regarding any potential hazards, safety controls at the venue and departmental policies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
|  | • Provide any relevant curriculum activity risk assessment guidelines to all supervisors of the activity.                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Emergency plans                            | • Ensure that all supervisors are aware of the emergency contingency plans for the event.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Special needs                              | • Ensure that appropriate disabled access and facilities are available. These include:   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
|  | • disabled access to all facility areas (consider the gradient of pathways and ramps and the location of gutters and grates)                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
|  | • disabled access to toilet, wash basin and shower facilities  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
|  | • disabled parking.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |

| Hazards/risks                          | Recommended control measures  | Yes                      | No                       | N/A                      | If necessary, detail how this will be implemented and any additional controls. |
|--|---|--------------------------|--------------------------|--------------------------|--|
|  | <ul style="list-style-type: none"> <li>Consider whether the planned program is suitable for those students with special needs who are attending.</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Environmental</b>                   |   |                          |                          |                          |  |
| Venue                                  | <ul style="list-style-type: none"> <li>Physical survey of the grounds (walk around)</li> <li>Ensure that spectators and vehicles are kept clear of the competition and warm up areas.</li> <li>Check the site for hazards, and implement controls as necessary.</li> <li>Grounds correctly marked and correct equipment provided</li> <li>Protective padding in place (if applicable)</li> <li>Adequate dressing sheds and number of toilets; daily cleaning provided</li> <li>Adequate safe seating, shade/shelter for spectators and participants</li> <li>Suitable catering and provision of water facilities</li> <li>Adequate PA system – able to be heard throughout the venue</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Sun safety                             | <ul style="list-style-type: none"> <li>Adopt sun-safe strategies. For example:</li> <li>ensure that shaded areas, hats, sun-smart clothing and sunscreen are used.</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Hydration                              | <ul style="list-style-type: none"> <li>Ensure that drinking water is readily available. (Students should not share drinking containers.)</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Weather conditions (e.g. storms, wind) | <ul style="list-style-type: none"> <li>Monitor weather conditions and have contingency plans.</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Vehicles                               | <ul style="list-style-type: none"> <li>Safe and suitable parking, drop-off and pick-up areas</li> <li>Establish safe, designated areas for people and vehicles.</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Accommodation</b>                   |   |                          |                          |                          |  |
| Billeting                              | <ul style="list-style-type: none"> <li>Ensure that details of students' billeting accommodation is obtained and communicated to team officials</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |


| Hazards/risks      | Recommended control measures  | Yes                      | No                       | N/A                      | If necessary, detail how this will be implemented and any additional controls. |
|--------------------|---|--------------------------|--------------------------|--------------------------|--|
| Team Accommodation | <ul style="list-style-type: none"> <li>Ensure that team accommodation booked is of a suitable standard with emphasis on cleanliness, catering and all required facilities.</li> <li>Ensure that catering of meals is available, is of suitable quantity and standard for the age group and that special dietary needs can be catered for.</li> <li>Ensure that team officials have access to phones, emergency phone numbers and a vehicle in case of emergency.</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
|                    |   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
|                    |   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |

### Additional control measures (if required)

*These would relate to the specific student needs, location and conditions in which you are conducting your activity.*

| Hazards/Risks | Control Measures |
|---------------|------------------|
|               |                  |

|   |              |
|---|--------------|
| <b>Submitted by:</b>  | <b>Date:</b> |
| List the names of those who were involved in the preparation of this risk assessment. |              |

| 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:  | Designation:                              |
| Signed:   | Date:                                     |
| Once approved, activity details should be entered on a School Sport Risk Management register filed at a location, as listed below. |   |
| Reference no.  |   |

| Monitor and review <i>To be completed during and/or after the activity and/or at the completion of the series of activities.</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:   |                          |                          |

## Risk Management

All Queensland School Sport events require a risk management process to be performed prior to the event commencing. This process is the responsibility of the teachers involved with the activity.

Principals and teachers should be aware that there are in effect three risk assessment areas as identified by the Department:

Curriculum Activity Risk Assessment (CARA) for the particular sport – Completed by the Team Coach

Representative Sports Event - Team Manager – Completed by Team Manager

Representative Sport Event – Convenor – Completed by Convenor

### **Risk Management: Representative Sports Event** *The following table summarises the risk management process and who has the associated responsibilities*

| <b>Event Level</b>   | <b>Risk assessment prepared by</b> | <b>Risk assessment approved by</b>                | <b>Location of Approved Documentation</b>    |
|--|------------------------------------|---|--|
| <b>District Events</b>   | Convenor – usually teachers        | Chair of the District Sport Management Committee  | School of the District Sport Committee Chair |
|  | Team Manager - usually teachers    | Principal from the school of the teacher official | Teacher's school                             |
|  | Team Coach - usually teachers      | Principal from the school of the teacher official | Teacher's school                             |
| <b>Regional Events</b>   | Convenor – usually teachers        | Regional School Sport Officer                     | Regional School Sport Office                 |
|  | Team Manager - usually teachers    | Chair of the District Sport Management Committee  | Teacher's school                             |
|  | Team Coach - usually teachers      | Chair of the District Sport Management Committee  | Teacher's school                             |
| <b>State Events</b>  | Convenor – usually teachers        | Regional School Sport Officer                     | Regional School Sport Office                 |
|  | Team Manager - usually teachers    | Regional School Sport Officer                     | Teacher's school                             |
|  | Team Coach - usually teachers      | Regional School Sport Officer                     | Teacher's school                             |
| <b>Queensland hosted Interstate &amp; International events</b> | Convenor – usually teachers        | Qld School Sport Unit                             | Qld School Sport Unit                        |
|  | Team Manager - usually teachers    | Qld School Sport Unit                             | Teacher's school                             |
|  | Team Coach - usually teachers      | Qld School Sport Unit                             | Teacher's school                             |
| <b>Other Interstate &amp; International events</b>             | Team Manager - usually teachers    | Qld School Sport Unit                             | Teacher's school                             |
|  | Team Coach - usually teachers      | Qld School Sport Unit                             | Teacher's school                             |

**Note:** For International and Interstate events hosted outside of Queensland and where the event conveners have not published a risk assessment, then the team manager will complete the “Sport Event – Convener” document and upon their return to Queensland have the document stored as per the above schedule.

## Important links

- SCM-PR-002: School Excursions  
<http://education.qld.gov.au/strategic/eppr/schools/scmpr002/>
- HLS-PR-003: First Aid  
<http://education.qld.gov.au/strategic/eppr/health/hlspr003/>
- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions  
<http://education.qld.gov.au/strategic/eppr/health/hlspr004/>
- Infection Control Guideline  
[http://education.qld.gov.au/health/pdfs/healthsafety/infection\\_control\\_guideline.pdf](http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf)
- HLS-PR-005: Health and Safety Incident Recording and Notification  
<http://education.qld.gov.au/strategic/eppr/health/hlspr005/>
- HLS-PR-013: Developing a Sun Safety Strategy  
<http://education.qld.gov.au/strategic/eppr/health/hlspr013/>
- HRM-PR-010: Working with Children Check – Blue Cards  
<http://education.qld.gov.au/strategic/eppr/hr/hrmpr010/>
- HLS-PR-006: Managing Occupational Risks with Chemicals  
<http://education.qld.gov.au/strategic/eppr/health/hlspr006/hs16.pdf>
- Queensland School Sport Unit  
[www.schoolsport.qld.edu.au](http://www.schoolsport.qld.edu.au)
- Get Active Queensland Accreditation Program  
<http://www.sportrec.qld.gov.au/CommunityPrograms/Schoolcommunity/GetActiveQueenslandAccreditationProgram/Courseinformation.aspx>
- Australian Track and Field Coaches Association  
<http://www.atfca.com.au/>
- International Amateur Athletic Federation  
<http://www.iaaf.org/aboutiaaf/publications/regulations/index.html>
- Royal Life Saving  
<http://www.royallifesaving.com.au/www/html/7-royal-life-saving-website-home-page.asp>
- AUSTSWIM  
<http://www.austswim.com.au/>
- Triathlon Australia  
<http://www.triathlon.org.au/data/documents/1/4/Medical%20%20Safety%20Guidelines%20-%202007.pdf>

### Further information

For further information on incorporating risk management strategies into curriculum activity planning refer to [HLS-PR-012 Managing Risks in Curriculum Activities](#) and the associated list of [Curriculum Activity Risk Assessment Guidelines](#). (See: <http://education.qld.gov.au/strategic/eppr/health/hlspr012/index1.html>)

For further support with risk management training and advice, contact trained staff in schools such as Workplace Health and Safety Officers (WHSOs) and Workplace Health and Safety Representatives (WHSRs), and regional staff such as Senior Health and Safety Consultants.