


## BDSSS 13-19yrs CURRICULUM ACTIVITY RISK ASSESSMENT

<b>School/College</b>	Bundaberg District Secondary School Sport		
<b>Curriculum Activity</b> <small>(Attach the EQ Activity Guidelines to this document)</small>	BDSSS Rugby Union 15yr & Open Boys & Girls trials		
<b>Risk Level</b>	Moderate		
<b>Details of Activity</b>	Rugby Union trials for 14-15yr Boys and Open Boys & Girls to select a District team.		
<b>Teachers / Leaders of Activity</b>	Len Kirchner, Michael Parsons, Troy Braund & Alley Morris		
<b>Year Levels Involved</b>	14-15yr and 16-18yr Boys & 15-16yr and 17-18yr Girls		
<b>Start Date</b>	02 /03/2023	<b>End Date</b>	02 / 03 / 2023
<b>Approximate Supervision Ratio</b>	1:10		
<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
If NO for any of the above, risk will be managed through the following			
<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
If NO, risk will be managed through the following			
<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>	Yes <input checked="" type="checkbox"/> No	<small>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</small>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Extra Information</b>			
<b>Submitted by</b>	Len Kirchner	<b>Date</b>	21 /02 /2023

<b>APPROVAL</b>	
<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:	BOSSS 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.	

<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
<b>Details:</b>	
Completed By	
Date	/ /



# Rugby Union

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 \(DOCX, 600KB\)](#) 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 \(DOCX, 488KB\)](#).

## Activity scope

This guideline relates to participation in rugby union 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

Rugby union activities involving minimal risk of oppositional contact and/or mouth injury.

### High risk

Rugby union activities involving risk of oppositional contact and/or mouth injury.

## 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. See [Rugby Australia's safety and welfare codes and policies](#).

Schools must consult [Rugby Australia's age grade dispensation](#) for age-appropriate activities and position-specific requirements.

[Collapse all](#)[Expand all](#)

### 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](#), including concussion and spinal injury).

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 and compliance with medical and first aid requirements from [Rugby Australia](#) for competition games.

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; and
- [HLTAID011 Provide first aid](#) or [SISSS00118 Sports trainer level 1](#) or equivalent.

An adult with concussion management knowledge or training is required. Consult [Rugby Australia's concussion management guidelines](#).

### **Induction and instruction**

Induction is required for all adult supervisors on emergency procedures and safety procedures. 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 and adult supervisors on correct techniques (e.g. safe play, first aid support).

### **Consent**

[Parent consent \(DOCX, 124KB\)](#) is required for all activities conducted off-site and strongly recommended for high risk activities conducted on-site.

Mouthguards and a medical declaration are required for activities when there is a high risk of mouth injury. The medical declaration must include the following statement:

'I understand that mouth protection is mandatory in this sport. I have read the information provided to me about mouth protection and accept responsibility for the type of mouth protection I/my child will wear whilst playing this sport.'

## **Supervision**

Principals make final supervision decisions for the activity. Sufficient adult supervision must be provided to manage the activity safely (including emergency situations).

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
- must assess [weather conditions](#) prior to undertaking the activity, inspecting the intended location in order to identify variable risks, hazards and potential dangers.

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, thunderstorms).

## 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](#) 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.

All coaches and referees must have [Smart Rugby accreditation](#) for the current season.

For **medium risk** activities:

- At least 1 adult supervisor is required to be a registered teacher, or other adult supervisor working under the direct supervision of a registered teacher, with competence (knowledge and skills) in teaching rugby.

For **high risk** activities:

- At least 1 adult supervisor is required to be a registered teacher, or other adult supervisor working under the direct supervision of a registered teacher, successful completion of the [Coaching Kids Rugby](#) or [Foundation \(Coach\) certificate course](#) (appropriate to the age of participants) provided by Rugby Australia.
- Qualified coaches and officials must be in control of competition games.
- Referees must have [Refereeing Kids Rugby](#) or [Foundation \(Referee\)](#) certificate course (appropriate to the age of participants) for the current season. Note: Any registered referee who is currently a student of a participating school must not be appointed to referee an unmodified game.
- If assistant referees are not provided, each school should provide competent officials (such as parents with knowledge and skills) to fulfil these roles.

## 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, including sufficient space 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. football boots, headgear).

Fit-for-purpose goalpost padding made from impact absorbing foam is required.

# Common 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 hazards</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 <a href="#">infection control guidelines</a> (PDF, 946KB) and Queensland Health's <a href="#">exclusion periods for infectious conditions poster</a> (PDF, 1.5MB) 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 <a href="#">sun safety strategy</a>, <a href="#">World Rugby heat guidelines</a> (PDF, 297KB) and <a href="#">World Rugby lightning safety guidelines</a> (PDF, 136KB) must be followed.</p> <p>Assess weather (<a href="#">Bureau of Meteorology</a>) and environmental conditions prior to participating outside.</p> <p>Follow the <a href="#">managing excessive heat in schools guidelines</a> when participating in very hot or extreme heat conditions.</p> <p>Ensure drink breaks occur regularly. Make water available for individual participants between drink breaks.</p>
Facilities and equipment hazards	Control measures
<b>Boundary clearance</b>	<p>Establish a 5 metre safety zone around the playing area. If this cannot be achieved, consider ways of reducing risks (e.g. reducing the field size, padding the obstacle).</p> <p>Ensure there are no sharp or rough edges (e.g. portable signage) facing the field of play.</p>
<b>Chemicals</b>	<p>Lines are marked on grass in accordance with the <a href="#">line marking of sports fields fact sheet</a> (PDF, 394KB).</p>
<b>Faulty or dangerous equipment</b>	<p>Use corner flags and markers made from non-injurious material (e.g. cardboard, foam).</p>



Check equipment for damage before and during the activity.

Check footwear before each match to ensure they provide sufficient protection for the feet. Look for non-slip soles, no buckles or zips, no metal studs, no loose, sharp-edged or excessively worn studs and no sharp-edged soles.

### Playing surface

Conduct a field check to identify and manage surface hazards. Clear the playing surface from loose items or debris. Do not participate on a surface that is slippery, unduly rough or chopped up.

Cover/fill playing surface hazards (e.g. sprinkler heads, holes) to be level with the surrounds.

### Student considerations

### Control measures

#### Physical contact

Breaks/sprains, cuts/abrasions/grazes, concussion, accidental bumping

Use only approved World Rugby body padding and headgear (recommended for activities involving collision).

Enforce rugby laws to prevent rough play. Consult [Play by the Rules](#) (conduct and behaviour resources).

Manage injuries according to established procedures. If in doubt, do not allow students to return to play after injury until medically cleared.

#### Physical exertion

Exhaustion and fatigue

Conduct [warm-up/cool-down](#) activities.

Continually monitor participants for signs of fatigue and exhaustion.

#### Student issues

Student numbers, special needs, high risk behaviours, medical conditions, separation from the group

Select students for on-field position(s) on the basis of ability, size and suitability.

Choose team members with an age difference of no greater than 2 years, as per the [Rugby Australia age dispensation procedure](#).

Remove accessories (e.g. jewellery, lanyards) before participating.

Ensure fingernails, hair and clothing (e.g. pockets) do not interfere with the activity.

## Additional links

- [Smart rugby policy \(PDF, 177KB\)](#)
- [Player welfare—Concussions](#)

- [Sports Medicine Australia fact sheets](#)

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