

BDSSS Teams Cross Country 2019

Notes:

- Where a [CARA activity guideline](#) exists for the activity and the minimum requirements outlined cannot be met the activity must be modified or alternative controls implemented to ensure an equivalent level of safety for staff, students and others involved.
- Where a CARA activity guideline does not exist, and when considering any other risks relevant to an activity, the [Curriculum activity risk planner](#) is to be used.

| | |
|--|-------------------------|
| Activity Description: BDSSS Teams Cross Country event at St Luke's Anglican School on Wednesday 1 May 2019 | |
| Teachers/Leaders: Len Kirchner | |
| Class groups: Year7-12 | Number of students: 400 |
| Start date: 1 May 2019 | End date: 1 May 2019 |

Use this risk assessment matrix as a guide to assess the [inherent risk level](#). Refer to the [Curriculum activity risk planner](#) for further details.

| Likelihood | Consequence | | | | |
|--------------------|-------------------|-----------|--------------|-----------|--------------|
| | 1 - Insignificant | 2 - Minor | 3 - Moderate | 4 - Major | 5 - Critical |
| 5 - Almost Certain | Medium | Medium | High | Extreme | Extreme |
| 4 - Likely | Low | Medium | High | High | Extreme |
| 3 - Possible | Low | Medium | High | High | High |
| 2 - Unlikely | Low | Low | Medium | Medium | High |
| 1 - Rare | Low | Low | Low | Low | Medium |

Indicate the assessed risk level and undertake the actions required for that level of risk.

| Inherent risk level | | | Action required |
|-------------------------------------|---------|--|--|
| <input type="checkbox"/> | Low | Little chance of incident or injury | <ul style="list-style-type: none"> Manage risk through regular planning processes. |
| <input checked="" type="checkbox"/> | Medium | Some chance of an incident and injury requiring first aid | <ul style="list-style-type: none"> Document risks and controls in regular planning documents. Manage risk through regular planning processes OR complete this <i>Curriculum Activity Risk Assessment</i>. |
| <input type="checkbox"/> | High | Likely chance of a significant incident and injury requiring medical treatment | <ul style="list-style-type: none"> A <i>Curriculum Activity Risk Assessment</i> is required to be completed. Principal or head of program (i.e. DP, HOD, HOSSES) approval is required prior to conducting this activity. Parent/carer consent is recommended. Once approved, activity details are to be entered into the School curriculum activity register. |
| <input type="checkbox"/> | Extreme | High chance of a serious incident resulting in highly debilitating injury | <ul style="list-style-type: none"> Consider conducting an alternative activity or modifications to the activity that could achieve comparable learning outcomes. A <i>Curriculum Activity Risk Assessment</i> must be completed. Principal approval is required prior to conducting this activity. Parent/carer consent must be obtained for student participation. Once approved, activity details are to be entered into the School curriculum activity register. |

NOTE: If the activity is to be held off-site, parent/carer consent is required irrespective of the inherent risk level. Refer to the [School Excursions](#) procedure for the Excursion planner template.

Planning considerations

Incorporate the following factors when planning risk management strategies for this activity.

Which students will be involved?

- The number of participants, size of student groups and students' capabilities is considered e.g. age, experience, competence, fitness, maturity.
- Any individual participant needs e.g. personalised learning, support provisions is considered (including behaviour support plans), health management (including health plans and prescribed medication requirements) that may require additional supervision ratios or identification (including uniforms, hats and/or high visibility wrist bands).

Where will the students be?

- The location of the activity is considered e.g. remote/easily accessible, public /private, school/classroom/workshop or other.
- The number of participants is appropriate for the available space.
- If outdoors – sunsafe strategies are implemented; weather and environmental conditions are assessed before and during activity (e.g. temperature, storms, water currents, tides); and strategies to reduce the likelihood of viruses, allergies and skin infections caused by insects (e.g. ticks, mosquitoes, spiders) and other animals are applied.
- The site is checked for hazards (e.g. poisonous plants, dangerous animals, uneven terrain, barbed wire) and necessary controls implemented.
- The nature of the activity is considered to ascertain whether safety/exclusion zones or spectator zones are appropriate.
- Activities are appropriately situated in relation to buildings, pedestrians, members of the public, vehicles and other activities e.g. designated areas for activity, spectators and vehicles are established.

What will the students be doing?

- The nature and duration of the activity is considered i.e. need for drinking water, food, rest, appropriate clothing, warm-up and warm-down.
- Instruction in rules, pre-requisite skills and safety procedures is provided to participants.
- Student skills are developed in a progressive and sequential manner.
- First aid and emergency medical treatment provisions are appropriate for the type of activity and location e.g. first aid kit, first aid trained personnel, Ventolin®, Epipen®, and students' personal prescribed medications as required in health plans are available.
- Emergency response strategies are in place that include, but not limited to, communication plans (e.g. mobile phone, walkie talkie), safety induction, evacuation plans.
- Hair, clothing, footwear and jewellery are worn in a manner that is appropriate and safe for the activity.
- Personal items, e.g. drink bottles, towels and mouthguards, are not shared between participants.

What will the students be using?

- Instruction in safety procedures and safe handling of equipment is provided.
- All equipment (including protective equipment) is suitable for the activity, properly maintained, appropriately used and complies with the relevant safety standard.
- Relevant [department procedures and guidelines](#) are adhered to for the use of equipment, compliance of equipment and appropriate work processes.

Who will be leading the activity?

- A registered teacher will have overall responsibility for the activity.
- Sufficient adult supervision is in place to manage the activity safely (including in emergency situations).
- The activity leader has the expertise (formal qualifications) or competence (knowledge and skills) to plan, induct, instruct and manage the activity safely for participants and others.
- There are sufficient supervisors present with current First Aid qualifications (including CPR) or ready access to qualified first aid personnel.
- A safety induction session (including designation of roles) is conducted with all supervisors prior to the commencement of the activity outlining risk management processes and emergency response strategies for the activity.
- Supervisors are active in their supervision, visible and are readily identifiable to participants.
- Blue Card requirements are adhered to for all supervising leaders/volunteers.

- ☒ I have incorporated the above factors when planning my risk management strategies for this activity.
- ☒ Additional activity-specific requirements for participants with specialised learning needs are provided in the Other Details box below.

| |
|---|
| Other Details: |
| Students and teachers of all BDSSS Affiliated schools invited to attend. Individual school teachers have to supervise their own students. Each school is responsible for their own students. |

Where a [CARA activity guideline](#) exists, ensure the minimum requirements are met.
Check if relevant Codes of Practice/Guidelines exist for each activity.
Consider any other information relevant to the safety of staff and students when conducting this activity and document below.

Where a CARA activity guideline exists:

- ☒ I have met the minimum requirements specified in the attached CARA activity guideline/s;

OR

- ☐ For each minimum requirement not achieved I have modified the activity or provided alternative controls to ensure an equivalent level of safety as the minimum requirements in the attached CARA activity guideline/s. Information relevant to how this will be achieved is provided below in the respective boxes.

Where a CARA activity guideline does not exist:

- ☐ I have identified the hazards and risks relevant to this activity and provided information below in the respective boxes about the risk management strategies that will be implemented to ensure the safety of students and others.

Mandatory/Special Requirements

Where hazardous chemicals are used or generated by the activity (e.g. dust, gas, fumes), complete the [Chemical Hazards in the Curriculum template](#) and attach it to this risk assessment.

Note: Where the overall risk level conclusion for the use of a hazardous chemical is extreme, the activity must not proceed, as risks are not effectively controlled.

| |
|---|
| Provide information about any mandatory or special requirements for each activity that is to occur: |
| |

Supervision Requirements

Provide information about supervision for each activity that is to occur:

Each school should supervise their own students.

Qualification Requirements

Provide information about the leader/supervisor's relevant qualifications and/or competence for each activity that is to occur:

Registered teacher with minimum qualifications and experience as required by the nature of the activity
Sufficient adults with current First Aid qualifications including CPR

Equipment/Facility Requirements


Provide information about equipment/facilities for each activity that is to occur:

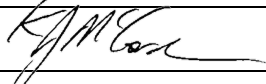
First aid kits available.
Telephone line at location.
Teams Cross Country is an event, where 3 team members each run one lap of the 2km course in a relay format.
Course to be marked with a painted line on the ground for 90% of the way.
Students can not get lost or take the wrong turn.
Officials stationed around the course each 1,./200m or wherever a turn is.
All Officials wear florescent bibs and will have mobile phones with them.
Students are asked to bring their own waterbotles and hats to carry around the course.
Sunscreen will be available.

Hazards and Control Measures

Information on managing common hazards and risks in the school environment can be found at [Hazards and Risks](#).

| Provide information about: | |
|--|---|
| • Hazards: | • Planned control measures: |
| Medical conditions | Obtain parental permission, including relevant medical information. Ensure that when students with medical condition are involved, that relevant medical/emergency plans and medications are readily available. |
| Physical contact with other people or hard surfaces | Instruction in rules, safety procedures and prerequisite skills before participation in the activity. |
| Physical Exertion (sprains, strains, fatigue and exhaustion) | Appropriate warm-up and warm down activities. First aid equipment available. Continuously monitor students for signs of fatigue and exhaustion. |
| Infection Control (Body fluids, blood, saliva) | Be prepared to deal with student injuries/accidents involving bodily fluids that are possible given the nature of the activity and students. |
| Environmental (Sun safety, weather conditions, vehicles) | Late afternoon (4-5pm) Students advised to bring hats and water bottles Sunscreen available Monitor weather conditions Check site for hazards and implement controls as necessary Establish safe, designated areas for people and vehicles |
| Relay Changeover | Relay changeover areas should be supervised at all times during competition |
| Non participants | Non participants should be kept clear of the running area |

| | |
|---|--------------------|
| Submitted by: | |
| Name: Len Kirchner | Position: Convenor |
| Email: len-kirchner@stlukes.qld.edu.au | |
| Signed:  | Date: 23/04/2019 |

| Approval <i>(only required for high or extreme risk activities)</i> | |
|---|--|
| <input type="checkbox"/> | Approved as submitted |
| <input type="checkbox"/> | Approved with the following conditions: |
| <input type="checkbox"/> | Not approved for the following reasons: |
| By: Karen McCord | Designation: Principal - Bundaberg State High School |
| Signed:  | Date: 30/04/2019 |
| Once approved, activity details should be entered into the <i>School curriculum activity register</i> . | |
| Reference No. | |

| Monitoring and Review <i>(to be completed during and/or after the activity.)</i> | Yes | No |
|--|--------------------------|--------------------------|
| Have additional hazards been identified? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were the control measures effective? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are further or different actions required? | <input type="checkbox"/> | <input type="checkbox"/> |
| Details: | | |

Disclaimer:

This document is developed and distributed on this website by the State of Queensland for use by Queensland state schools.

Use or adaptation of, or reliance on, this document or information in this document by persons or organisations other than the State of Queensland is at their sole risk. All users who use, adapt or rely on this document or any information in this document are responsible for ensuring by independent verification its accuracy, currency and appropriateness to their particular circumstances. The State of Queensland makes no representations, either express or implied, as to the suitability of this document or the information in this document to a user's particular circumstances.

To the full extent permitted by law, the State of Queensland disclaims all responsibility and liability (including without limitation, liability in negligence) for all expenses, losses, damages and costs arising from the use or adaptation of, or reliance on, this document or any information in this document.

Links in this document to external websites are for convenience only and the State of Queensland has not independently verified the information on the linked websites. It is the responsibility of users to make their own decisions about the accuracy, currency, reliability and correctness of the information at these external websites.