



# Darling Downs School Sport Board Curriculum Activity Risk Assessment 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

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.

If an adult other than a registered teacher is engaged for instruction, a teacher should be present to take overall responsibility. [Blue Card](#) requirements **must** be adhered to.

- Registered teacher with minimum qualifications as outlined below  
**OR**  
 An adult with minimum qualifications as outlined below, in the presence of a registered teacher

Competition officials (event coordinator and event marshals) should have the qualifications set out below:

- 

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 / marshals should:

have competence and demonstrated ability to undertake the required roles

be able to 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 [Queensland School Sport Unit](#)?

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	<ul style="list-style-type: none"> <li>• Brief all team officials at the pre event meeting regarding any potential hazards and safety controls at the venue.</li> <li>• Provide any relevant curriculum activity risk assessment guidelines to all supervisors of the activity.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency plans	<ul style="list-style-type: none"> <li>• Ensure that all supervisors are aware of the emergency contingency plans for the event.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Special needs	<ul style="list-style-type: none"> <li>• Ensure that appropriate disabled access and facilities are available. These include: <ul style="list-style-type: none"> <li>○ disabled access to all facility areas (consider the gradient of pathways and ramps and the location of gutters and grates)</li> <li>○ disabled access to toilet, wash basin and shower facilities</li> <li>○ disabled parking.</li> </ul> </li> <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"/>	

Environmental					
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> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <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: <ul style="list-style-type: none"> <li>ensure that shaded areas, hats, sun-smart clothing and sunscreen are used.</li> </ul> </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"/>	
Accommodation					
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"/>	

**Accommodation (cont.)**

Team Accommodation	<ul style="list-style-type: none"> <li>Assess the suitability of accommodation facilities and apply risk management processes as appropriate.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Ensure that catering of meals is available or nearby. Consideration should be given to the suitability of quantity and standard for the age group. Special dietary needs should be catered for.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <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"/>	

**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

**Submitted by:**

**Date:**

<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:
<b>Once approved, activity details should be entered on a School Curriculum Activity Register filed in the School Sport Office.</b>	Reference no.

<b>Monitor and review</b> <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:		