

Darling Downs School Sport Curriculum Risk Management

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This document summarises how curriculum risk management is to be undertaken in Darling Downs Region.

These curriculum risk management processes are based on the requirements of *HLS-PR-012 Managing Risks in School Curriculum Activities* – the DET procedure that outlines our responsibilities for curriculum risk management.

All staff (existing, newly appointed or temporary) who have responsibilities for planning and/or delivering curriculum activities should understand this procedure and adhere to these processes.



1. All curriculum activities should be considered in terms of their associated hazards and level of risk to students and others involved in the activity.
2. For all curriculum activities (regardless of assigned level of Risk) Team Officials **MUST** submit a written Curriculum Activity Risk Assessment (CARA). This **MUST** be completed and approved **1 (one) week** prior to the Regional Trial. Send your completed CARA to – Darling Downs School Sport – wayne.beeston@deta.qld.gov.au
3. Prior to the regional trial the convenor will complete a Risk Assessment Representative Sports Event - Convenor and return to the RSSO one week prior to the Regional Trial.
4. Regional Managers will complete a Risk Assessment Representative Sports Event -Team Managers Form prior to the State Championships and return to the RSSO one week prior to the State Championships.
5. These people have been delegated authority to approve CARAs for Regional Teams:

Name	Position	Areas/Subjects to Approve
Wayne Beeston	RSSO	All Regional Teams (Primary, Secondary & AWD)

6. Ideally, the CARA should be completed and submitted electronically (e.g. via email).
7. CARAs should be submitted with sufficient time as mentioned above for it to be approved or otherwise.
8. Once approved:
 - a. a printed copy of the CARA will be signed and returned to the person who submitted it
 - b. if completed electronically, a copy will be saved at:
(G:\2438_Toowoomba-Darling Downs DO\Sports\Curriculum Activity Risk Assessment
 - c. the details of the CARA will be entered in the School Curriculum Activity Register.
(G:\2438_Toowoomba-Darling Downs DO\Sports\Curriculum Risk Assessment\Risk Assessment Register
9. Activities are to be conducted in accordance with the approved CARA, unless there is a sound reason for variation. Any significant variations should be discussed with the person who approved the CARA.
10. Once the approved activity has been undertaken, the *Monitor and Review* section of the CARA is to be completed. Any significant issues should be brought to the attention of the person who approved the CARA.

Please contact a supervisor if you would like any clarification on any of these processes or if you have any other issues relating to curriculum risk management.

Important links

- HLS-PR-012: Managing Risks in School Curriculum Activities
<http://education.qld.gov.au/strategic/epr/health/hlspr012/>
- Curriculum Activity Risk Assessment (CARA) Guidelines
<http://education.qld.gov.au/strategic/epr/health/hlspr012/index1.html>

NOTE: The above link will allow access to Sport Specific CARA Guidelines

- SCM-PR-002: School Excursions
<http://education.qld.gov.au/strategic/epr/schools/scmpr002/>

MANAGING RISKS IN SCHOOL CURRICULUM ACTIVITIES

This document aims to assist staff undertake effective curriculum risk management. The information presented here should be seen as the 'minimum expected standard' to manage risk, rather than the definitive list of requirements.

All the information presented should be carefully considered in respect to the nature of the activity and your specific context, such as:

1. Which students will be involved? (Age, maturity, experience, specific needs, number)
2. What will students be doing? (Jumping, swimming, cutting, cooking, throwing etc.)
3. What will students be using? (Hazardous materials, sporting equipment, tools, stove etc.)
4. Where will students be? (Classroom, outdoors, pool, creek, at height etc.)
5. Who will be leading the activity? (Experience, qualifications etc.)

THE RISK MANAGEMENT PROCESS

The workplace health and safety risk management process involves the following steps:

1. **Identify the potential hazards**
2. **Assess the risk**
3. **Decide on the control measures**
4. **Implement the control measures**
5. **Monitor and review**

Ideally, this risk management process should be integrated into routine lesson planning.

Risk assessments are best completed by more than one person thinking about the hazards, risks and controls. Therefore, you are encouraged to involve those planning and delivering the activity in the risk assessment process.

By incorporating effective risk management processes into curriculum planning, staff will be taking proactive measures to minimise the risk of harm to all involved.

Step 1. IDENTIFYING THE POTENTIAL HAZARDS

Hazards are those things that have the potential to cause harm.

Hazards come in many forms – some are common and easily identifiable, such as: using machinery, falling from heights, javelin throwing, heavy impact in contact sports and infectious diseases.

Other hazards may not be as common and may be harder to identify. For example, activities that would normally be low risk become much riskier when they are done in a new or unusual way, such as, with younger students, with large groups of students, in unfamiliar settings, or for the first time.

Once the hazards have been identified, the level of risk they pose needs to be assessed.

Step 2. ASSESS THE LEVEL OF RISK

Risk is the likelihood that a harmful consequence (e.g. injury) will occur when we are exposed to a hazard.

As such, a risk level is made up of two elements, the:

- (a) **Likelihood** of an incident happening, and
- (b) **Consequence** if it did happen.

$$\text{Risk} = \text{Likelihood} \times \text{Consequence}$$

There are many factors that influence the likelihood and consequence of an incident. A few examples include the:

- duration or frequency of the exposure to the hazard (e.g. sun or chemical exposure)
- competence of those undertaking the activity (no training or inexperience may lead to an accident)
- environmental conditions (e.g. water in the vicinity of electricity, getting injured in an isolated area)
- speeds, heights and weights of objects being used. The greater the force, the greater the impact.

To assess the level of risk, consider the likelihood of an incident happening in combination with the seriousness of the consequence.

Use the matrix below as a guide to assist with your risk assessment.

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

Consequence Rating	Description of Consequence
1. Insignificant	No treatment required
2. Minor	Minor injury; First Aid treatment (e.g. minor cuts, bruises, bumps)
3. Moderate	Injury requiring medical treatment or lost time of four or fewer days
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation, or greater than four days lost time
5. Critical	Loss of life, permanent disability or multiple serious injuries

Step 3. DECIDE ON THE CONTROL MEASURES

Your assessed inherent risk level will determine the degree of planning and approval required.

Risk Level		Action Required / Approval
Low	Little chance of incident or serious injury.	<ul style="list-style-type: none"> Manage through regular planning processes
Medium	Some chance of an incident and injury requiring first aid.	<ul style="list-style-type: none"> Document controls in planning documents and/or complete a <i>Curriculum Activity Risk Assessment</i> Consider parental permission
High	Likely chance of a serious incident and injury requiring medical treatment.	<ul style="list-style-type: none"> <i>Curriculum Activity Risk Assessment</i> required Principal or delegated Deputy Principal or Head of Program (i.e. HOD, HOSES, HOC) to review and approve risk assessment Once approved, activity details to be entered in the <i>School Curriculum Activity Register</i> Parental permission is recommended
Extreme	High chance of a serious incident resulting in highly debilitating injury.	<ul style="list-style-type: none"> Consider alternatives to doing the activity <i>Curriculum Activity Risk Assessment</i> detailing significant control measures will be required Principal to review and approve risk assessment Once approved, activity details to be entered in the <i>School Curriculum Activity Register</i> Parental permission must be obtained for student participation

[Curriculum Activity Risk Assessment \(CARA\) Guidelines](#) have been developed for many common curriculum activities. These are available online and are updated when necessary. If a *Curriculum Activity Risk Assessment Guideline* exists for a specified activity being planned, the Guideline is to be adhered to and completed as a risk assessment.

If you are unsure when you need to do a risk assessment, or how to do one, refer to [HLS-PR-012 Managing Risks in Curriculum Activities](#) and/or consult with your supervisor for advice and assistance.

Control measures are the things we do to lower the level of risk to an acceptable level. The types of control measures are listed below in the 'hierarchy of control' – they should be considered and used in this preferred order:

- I. **Elimination:** remove the hazard completely from the workplace or activity
- II. **Substitution:** replace a hazard with a less dangerous one (e.g. using a softer ball, different location)
- III. **Isolation:** separate people from the hazard (e.g. safety barrier)
- IV. **Redesign:** making a machine or work process safer
- V. **Administration:** putting rules or training in place to make a workplace safer
- VI. **Personal Protective Equipment:** protective clothing and equipment (e.g. helmet, gloves, shin-pads)

Step 4. IMPLEMENT THE CONTROL MEASURES

You will need to implement sufficient control measures to reduce the risk to an acceptable level.

For all high and extreme risk activities, the controls measures should be implemented in accordance with the approved Curriculum Activity Risk Assessment.

Step 5. MONITOR AND REVIEW

At all times the control measures should be monitored to ensure they are providing the intended level of safety.

It is important to assess the effectiveness of the controls you have implemented as the activity is being conducted and after the activity is completed. This step of the risk management process is often overlooked.

If necessary, modify or add control measures to ensure safety.

Record any changes to the safety measures in the Monitor and Review section of the Curriculum Activity Risk Assessment for future reference.

IMPORTANT LINKS

- HLS-PR-012: Managing Risks in School Curriculum Activities
<http://education.qld.gov.au/strategic/epr/health/hlspr012/>
- Curriculum Activity Risk Assessment (CARA) Guidelines
<http://education.qld.gov.au/strategic/epr/health/hlspr012/index1.html>
- SCM-PR-002: School Excursions
<http://education.qld.gov.au/strategic/epr/schools/scmpr002/>

FURTHER INFORMATION

For further support with risk management contact:

- trained staff in schools such as:
 - Curriculum Risk Management Coordinators
 - Workplace Health and Safety Officers (WHSOs)
 - Workplace Health and Safety Representatives (WHSRs),
- regional staff such as, Senior Health and Safety Consultants.

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*

Event Level	Risk assessment prepared by	Risk assessment approved by	Location of Approved Documentation
Zone/District Events/Trials	Zone/District Convenor – usually teachers	Chair of the District Sport Management Committee	School of the District Sport Committee Chair
	School Team Manager - usually teachers	Principal from the school of the teacher official	Teacher's school
	School Team Coach - usually teachers	Principal from the school of the teacher official	Teacher's school
Regional Events	DD Convenor	Regional School Sport Officer	Regional School Sport Office
	Zone/District Team Manager- usually teachers	Chair of the District Sport Management Committee	Teacher's school
	Zone/District Team Coach - usually teachers	Chair of the District Sport Management Committee	Teacher's school
State Events	State Convenor – usually teachers	Regional School Sport Officer	Regional School Sport Office
	DD Team Manager - usually teachers	Regional School Sport Officer	Regional School Sport Office
	DD Team Coach - usually teachers	Regional School Sport Officer	Regional School Sport Office
Queensland hosted Interstate & International events	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
Other Interstate & International events	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 – Convenor” document and upon their return to Queensland have the document stored as per the above schedule