

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	
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 convenor 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.
Adults supervising students					
Blue Card requirements met		☐	☐	☐	
Briefings	• Brief all team officials at the pre-event meeting regarding any potential hazards, safety controls at the venue and departmental policies.	☐	☐	☐	
	• Provide any relevant curriculum activity risk assessment guidelines to all supervisors of the activity.	☐	☐	☐	
Emergency plans	• Ensure that all supervisors are aware of the emergency contingency plans for the event.	☐	☐	☐	
Special needs	• Ensure that appropriate disabled access and facilities are available. These include:	☐	☐	☐	
	o disabled access to all facility areas (consider the gradient of pathways and ramps and the location of gutters and grates)	☐	☐	☐	
	o disabled access to toilet, wash basin and shower facilities	☐	☐	☐	
	o disabled parking.	☐	☐	☐	

Hazards/risks	Recommended control measures	Yes	No	N/A	If necessary, detail how this will be implemented and any additional controls.
	Consider whether the planned program is suitable for those students with special needs who are attending.	☐	☐	☐	
Environmental					
Venue	- Physical survey of the grounds (walk around). - Ensure that spectators and vehicles are kept clear of the competition and warm up areas. - Check the site for hazards, and implement controls as necessary. - Grounds correctly marked and correct equipment provided. - Protective padding in place (if applicable). - Adequate dressing sheds and number of toilets; daily cleaning provided. - Adequate safe seating, shade/shelter for spectators and participants. - Suitable catering and provision of water facilities. - Adequate PA system – able to be heard throughout the venue.	☐	☐	☐	
Sun safety	- Adopt sun-safe strategies. For example: - ensure that shaded areas, hats, sun-smart clothing and sunscreen are used.	☐	☐	☐	
Hydration	Ensure that drinking water is readily available (students should not share drinking containers).	☐	☐	☐	
Weather conditions (e.g. storms, wind)	Monitor weather conditions and have contingency plans.	☐	☐	☐	
Vehicles	- Safe and suitable parking, drop-off and pick-up areas. - Establish safe, designated areas for people and vehicles.	☐	☐	☐	

Submitted by:	Date:
List the names of those who were involved in the preparation of this risk assessment.	

Approval	
☐	Approved as submitted
☐	Approved with the following condition(s):
☐	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?	☐	☐
Have there been any changes?	☐	☐
Are further actions required?	☐	☐
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*

Event Level	Risk assessment prepared by	Risk assessment approved by	Location of Approved Documentation
District Events	Convenor – usually teachers	Convenors' school principal (& noted by the Chair) or the 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
Regional Events	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
State Events	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
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 Queensland and where the event convenors 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.

Important links

- Queensland School Sport
http://www.learningplace.com.au/default_suborg.asp?orgid=128&suborgid=788
- Developing a Sun Safety Strategy
<http://ppr.det.qld.gov.au/education/community/Pages/Developing-a-Sun-Safety-Strategy.aspx>
- First Aid
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/First-Aid.aspx>
- Health and Safety Incident Recording, Notification and Management
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health-and-Safety-Incident-Recording,-Notification-and-Management.aspx>
- Infection Control
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Infection-Control.aspx>
- Management of Prescribed Contagious Conditions
<http://ppr.det.qld.gov.au/education/community/Pages/Management-of-Prescribed-Contagious-Conditions.aspx>
- Managing Risks in School Curriculum Activities
<http://ppr.det.qld.gov.au/education/management/Pages/Managing-Risks-in-School-Curriculum-Activities.aspx>
- Managing Risks with Chemicals in Department of Education, Training and Employment (DETE) Workplaces
[http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Managing-Risks-with-Chemicals-in-Department-of-Education,-Training-and-Employment-\(DETE\)-Workplaces.aspx](http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Managing-Risks-with-Chemicals-in-Department-of-Education,-Training-and-Employment-(DETE)-Workplaces.aspx)
- School Excursions
<http://ppr.det.qld.gov.au/education/management/Pages/School-Excursions.aspx>
- Working with Children Check – Blue Cards
<http://ppr.det.qld.gov.au/corp/hr/management/Pages/Working-with-Children-Check---Blue-Cards.aspx>
- Australian Track and Field Coaches Association
<http://www.atfca.com.au/>
- AUSTSWIM
<http://www.austswim.com.au/>
- Get Active Queensland Accreditation Program
<http://www.nprsr.qld.gov.au/community-programs/education-training/accreditation-program/information.html>
- International Amateur Athletic Federation
<http://www.iaaf.org/>
- Royal Life Saving
<http://www.royallifesaving.com.au/>
- Smart Moves – Physical Activity Programs in Queensland State Schools
<http://ppr.det.qld.gov.au/education/learning/Pages/Smart-Moves---Physical-Activity-Programs-in-Queensland-State-Schools.aspx>
- Triathlon Australia
<http://www.triathlon.org.au/>