

## Queensland Representative School Sport

## Risk Assessment Form

## Part 1 - Confirmation of annual training completion:

QRSS Induction including concussion (state and non-state staff):	Completed <input checked="" type="checkbox"/>
DoE MAST (Mandatory All Staff Training):	Completed <input checked="" type="checkbox"/>
Student Protection Training (state and non-state staff):	Completed <input checked="" type="checkbox"/>
First Aid:	Completed <input checked="" type="checkbox"/>

## Activity Scope

QRSS Official Name: Tom Laycock	QRSS Team/Age Group: 13-16 Boys Bundaberg Basketball
Activity description: Basketball trials (skills, drills and games)	
Start date: 15/3/24	Finish date: 15/3/24
No. of students (approx.): 30	
Supervision ratio (approx.): 1:15	

## Minimum supervision

Adequate adult supervision is to be provided at all times. 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 must be present to take overall responsibility. **Blue card** requirements **must** be adhered to.

## QRSS Team / Event Officials

(List the names of those who were involved in the preparation of this risk assessment.)

Official's Name	Role	Date
Tom Laycock	Manager	13/3/24
Ryan Wells	Coach	13/3/24

## Approval (To be submitted to appropriate QRSS officer as outlined in the handbook)

<input checked="" type="checkbox"/>	Official - I have read the Risk Assessment handbook, understand the requirements and have fulfilled my responsibilities. I am aware that I need to check the CARA guidelines to ensure the most recent updates by the Department are considered.	Signature: <i>Tom Laycock</i>	Date: 13/3/24
<input checked="" type="checkbox"/>	Approved and submitted by DC/RSSO into the Risk Register	Signature: <i>J. M. A.</i>	Date: 19/3/24
<input type="checkbox"/>	Responsible Officer* approval for high risk and extreme activities (if required)	Signature:	Date:
<input type="checkbox"/>	QRSS Sport Officer (if required)	Signature:	Date:
		Register number:	

\*Includes RSSO, Principal, Deputy Principal, Head of Department, Committee Chair

Monitor and review to be completed during and/or after the activity and/or at the completion of the series of activities.	Yes	No
Are the control measures still effective?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have there been any changes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are further actions required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>



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**Part 2 - Risk Assessment**

Officials in charge of a QRSS trial/event at any level of competition should:

- Identify potential hazards
- Assess their significance
- Manage the potential risks through the identified control measures according to the guidelines in the Risk Assessment handbook

Item for Consideration	Select your role	Assessment		Hazard	Control Measures
		<ul style="list-style-type: none"> <li>• Tick Not Applicable if not relevant</li> <li>• Tick Planning/Control Measures where requirements comply</li> </ul>		<ul style="list-style-type: none"> <li>• List identified hazards and control measures</li> </ul>	
Blue cards (non-DoE staff working with students)	<input checked="" type="checkbox"/> Manager <input checked="" type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input checked="" type="checkbox"/> Not Applicable	<input type="checkbox"/> Planning / Control Measures according to handbook		
Reporting student injury / concussion	<input checked="" type="checkbox"/> Manager <input type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input checked="" type="checkbox"/> Planning / Control Measures according to handbook		
Storage and sharing of student information (medical details, media consent, emergency contact)	<input checked="" type="checkbox"/> Manager <input type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input checked="" type="checkbox"/> Planning / Control Measures according to handbook		
Communication - QRSS Team and Event Officials (briefing on facilities, playing conditions, location, student needs, emergency action plans)	<input checked="" type="checkbox"/> Manager <input checked="" type="checkbox"/> Coach <input checked="" type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input checked="" type="checkbox"/> Planning / Control Measures according to handbook		
Emergency action plans	<input checked="" type="checkbox"/> Manager <input type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input checked="" type="checkbox"/> Planning / Control Measures according to handbook		
Athlete special needs / inclusion / disability	<input checked="" type="checkbox"/> Manager <input type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input checked="" type="checkbox"/> Not Applicable	<input type="checkbox"/> Planning / Control Measures according to handbook		
Venue – surface, boundary/surrounds, facilities, trip hazards, entry/exit points	<input type="checkbox"/> Manager <input checked="" type="checkbox"/> Coach <input checked="" type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input checked="" type="checkbox"/> Planning / Control Measures according to handbook		
Equipment – objects, faults, nets, boards, vehicles, umpire stands etc	<input type="checkbox"/> Manager <input checked="" type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input checked="" type="checkbox"/> Planning / Control Measures according to handbook		
Playing conditions / weather	<input type="checkbox"/> Manager <input checked="" type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input checked="" type="checkbox"/> Planning / Control Measures according to handbook		
Sun safety	<input type="checkbox"/> Manager <input checked="" type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input checked="" type="checkbox"/> Not Applicable	<input type="checkbox"/> Planning / Control Measures according to handbook		
Hydration	<input type="checkbox"/> Manager <input checked="" type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input checked="" type="checkbox"/> Planning / Control Measures according to handbook		
Other (eg. transport and accommodation)	<input checked="" type="checkbox"/> Manager <input type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input checked="" type="checkbox"/> Not Applicable	<input type="checkbox"/> Planning / Control Measures according to handbook		

