

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) & Non DoE staff/volunteers (Key messages guide):	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 Team/Age Group:	13-16 Boys Bundaberg Basketball	
Activity description: Basketball trials (skills, drills and games)		
Start date: 17/3/25	Finish date: 17/3/25	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). I have read the Risk Assessment handbook, I understand the requirements and have fulfilled my responsibilities (including the completion of all Mandatory Training). I am aware that I need to check the CARA guidelines to ensure the most recent updates by the Department are considered.			
Official's Name	Role	Date	Signature
Tom Laycock	Manager	14/2/25	<i>Tom Laycock</i>

Approval (To be submitted to appropriate QRSS officer as outlined in the handbook)			
<input checked="" type="checkbox"/>	Approved and submitted by DC/RSSO into the Risk Register	Signature: <i>[Signature]</i>	Date: 17/2/25
<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/s	Assessment		Hazard	Control Measures
		<ul style="list-style-type: none"> • Tick Not Applicable if not relevant • Tick Planning/Control Measures where requirements comply 		<ul style="list-style-type: none"> • List identified hazards and control measures 	
Blue cards (non-DoE staff working with students)	<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		
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 type="checkbox"/> Coach <input 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 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		
Equipment – objects, faults, nets, boards, vehicles, umpire stands etc	<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		
Playing conditions / weather	<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		
Sun safety	<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		
Hydration	<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		
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		

