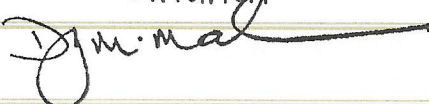


BDSSS 13-19yrs CURRICULUM ACTIVITY RISK ASSESSMENT

School/College	Shalom College		
Curriculum Activity <small>(Attach the EQ Activity Guidelines to this document)</small>	Volleyball		
Risk Level	Medium		
Details of Activity	U15 and Open Boys District Trials		
Teachers / Leaders of Activity	Sandi Cooper, Jordan Reimer and other coaches who attend on the day		
Year Levels Involved	Under 15s and Open Boys		
Start Date	20/02 / 3	End Date	210/ 02/ 2023
Approximate Supervision Ratio	2:30-40		
Venue	Shalom College		
Minimum supervision requirements met <small>(as per Education Queensland Curriculum Activity Risk Management Guideline)</small>	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
A registered teacher will be present to take overall control	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
Minimum qualification requirements met <small>(as per Education Queensland Curriculum Activity Risk Management Guideline)</small>	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
Blue Card requirements met	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
Minimum Equipment / Facilities Requirements met <small>(as per Education Queensland Curriculum Activity Risk Management Guideline)</small>	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
If NO for any of the above, risk will be managed through the following			
Suggested control measures have been met <small>(as per Education Queensland Curriculum Activity Risk Management Guideline)</small>	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
If NO, risk will be managed through the following			
Is parental permission required for this activity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If YES has it been gained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the Venue holding the Competition/Trials have a Covid-19 Safe Plan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If NO (and it is a School), does the Principal of that School approve the use of their school and comply with the Covid-19 Safety measures	<input type="checkbox"/> Yes <input type="checkbox"/> No
Extra Information			
Submitted by	Sandi Cooper	Date	09/02/2023

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: Daniel McMahon	Designation: BDSSS chair
Signed: 	Date: 10 / 02 / 2023

Teachers / Leaders of this activity who have been trained in these procedures and read the relevant Education Queensland Activity Guidelines.	
Sandi Cooper	

Monitor and Review			
Are the control measures still effective?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have there been any changes?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are further actions required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details:			
Completed By		Date	/ /

Volleyball

Guideline review date: 28 October 2021

This guideline is provided to support schools in implementing the [managing risks in school curriculum activities procedure](#).

The [CARA planner \(DOCX, 600KB\)](#) must be used for the specific school context in conjunction with this guideline considering additional risks, hazards and controls and including environmental, facility, equipment and student considerations.

For activities beyond the scope of this guideline, complete a CARA record using the [CARA generic template \(DOCX, 488KB\)](#).

Activity scope

This guideline relates to student participation in volleyball (including beach volleyball, mini volleyball, Newcomb ball) as an activity to support curriculum delivery.

For activities conducted at a non-Department of Education venue, and/or when engaging external expertise, request written risk assessment advice and attach it to this CARA record.

For activities conducted off-site, schools must comply with the [school excursions and international school study tours procedure](#).

For activities conducted as part of representative school sport programs, schools should consult with [Queensland School Sport](#).

Medium risk

Volleyball activities involving regulation equipment.

Activity requirements

If any requirement cannot be met, the activity must not occur.

If any other safety recommendation cannot be met, modify the activity (or elements of it) and/or identify and use the [hierarchy of controls](#) to implement alternative control measures to meet or exceed the minimum safety standard.

Competition rules and procedures with additional or more stringent safety requirements must take precedence (e.g. [FIVB rules](#), [beach volleyball rules](#)).

[Collapse all](#)[Expand all](#)

Students

Schools must consider age, maturity and skill level of students when planning curriculum activities. Adjustments are required for [students with disability](#) to support access and participation in the curriculum. Consult with the parents/carers of students with disability, or when appropriate the student, to ensure risks related to their child's participation in the activity are identified and managed.

Schools must consult current student medical information and/or health plans in accordance with the [managing students' health support needs at school procedure](#). Record information about any student condition (e.g. physical or medical) that may inhibit safe engagement in the activity and include specific support measures within emergency procedures.

Emergency and first-aid

Emergency plans and injury management procedures must be established for foreseeable incidents (e.g. evacuation, injury).

Adult supervisors must have:

- emergency contact details of all participants
- a medical alert list and a process for administering student medication
- communication equipment suitable to conditions (e.g. mobile phone) and a process for obtaining external assistance and/or receiving emergency advice.

Safety procedures must be determined for the location (e.g. identifying hazards, location of first aid support and equipment).

Access is required to [first aid equipment \(DOCX, 479KB\)](#) and consumables suitable for foreseeable incidents.

An adult with current emergency qualifications is required to be quickly accessible to the activity area. Emergency qualifications include:

- [HLTAID009 Provide cardiopulmonary resuscitation \(CPR\)](#) or equivalent
- [HLTAID011 Provide first aid](#) or [SISSS00118 Sports trainer level 1](#) or equivalent.

An adult with concussion management knowledge or training is recommended. Consult [first aid—managing head injuries \(DOCX, 565KB\)](#).

Induction and instruction

Induction is required for all adult supervisors on emergency procedures, safety procedures and correct techniques. If the activity is conducted at an off-site facility, induction is to be informed by advice provided in consultation with expertise at the venue.

Instruction is required for students on safety procedures (e.g. accessing first aid support) and correct techniques (e.g. safe play).

Consent

[Parent consent \(DOCX, 124KB\)](#) is required for all activities conducted off-site.

Supervision

Principals make final supervision decisions for the activity. Sufficient adult supervision must be provided to manage the activity safely (including emergency situations).

The number of adult supervisors required to fulfil emergency and supervision roles must consider the nature of the activity, students' ages, abilities and specialised learning, access and/or health needs.

Before the activity, all adult supervisors:

- must be familiar with the contents of the CARA record
- must assess [weather conditions](#) prior to undertaking the activity, inspecting the intended location in order to identify variable risks, hazards and potential dangers, if participating outside.

During the activity, all adult supervisors:

- must be readily identifiable
- must closely monitor students with health support needs
- must closely supervise set up and take down of equipment
- must closely supervise net play
- must comply with control measures from the CARA record and adapt as hazards arise
- must suspend the activity if the conditions become unfavourable (e.g. extreme temperatures, thunderstorms).

Supervisor qualifications

Principals make final decisions in determining supervisor capability (competence, relevance and currency) and are responsible for encouraging and enabling school-based activity supervisors to raise their qualifications to improve safety standards.

All adult supervisors must comply with the [working with children authority—blue cards procedure](#) and be able to identify, and respond to, risks or hazards that may emerge during the activity.

A registered teacher must be appointed to maintain overall responsibility for the activity.

At least 1 adult supervisor is required to be:

- a registered teacher with competence (knowledge and skills) in teaching volleyball; or
- an adult supervisor, working under the direct supervision of a registered teacher, with current [Level 1 coaching accreditation](#) from Volleyball Australia or similar.

Facilities and equipment

The qualified adult supervisor of the activity, in consultation with the principal, determines the requirements for facilities and equipment appropriate to the local context.

Location must be suitable for the activity being undertaken, including sufficient space, adequate lighting and ventilation to ensure safe participation and that safety rules and procedures can be followed.

Compliance with the department's guide to [managing electrical equipment in departmental schools and workplaces \(PDF, 1.2MB\)](#) for safety switches if using extension or power cords.

Participants must wear [personal protective equipment](#) appropriate to the activity (e.g. enclosed footwear, knee-pads).

Fit-for-purpose padding, on posts and referee stands, made from impact absorbing foam.

Common hazards and controls

Further to those listed, include any additional hazards and control measures considering the local context of the activity.

Environmental hazards	Control measures
Biological hazards Body fluids (e.g. blood, saliva, sweat)	Manage bodily substances (e.g. blood) and open wounds before, during and after the activity. Consult infection control guidelines (PDF, 946KB) and Queensland Health's exclusion periods for infectious conditions poster (PDF, 1.5MB) for hygienic practices and first aid. Follow appropriate cleaning and hygiene management practices when using shared equipment (Departmental staff search "cleaning advice for shared equipment" in OnePortal).
Environmental conditions Weather, sun, humidity	The school's sun safety strategy must be followed if participating outside.

Follow the [managing excessive heat in schools guidelines](#) when participating in very hot or extreme heat conditions.

Ensure drink breaks occur regularly. Make water available for individual participants between drink breaks.

Facilities and equipment hazards	Control measures
Antennas	<p>Secure the antenna to the top and bottom of the net and ensure it does not extend below the bottom tape of the net.</p> <p>If the antenna dislodges, immediately suspend the activity and reattach.</p>
Boundary clearance	<p>Establish a 2 metre safety zone around the playing area. If this cannot be achieved, consider ways of reducing risks (e.g. reducing the field size, padding the obstacle). Consider player safety when positioning referee stands, linespeople and table/chairs for scorers.</p> <p>Locate player benches at least 3 metres from the side line behind the attack zone.</p> <p>Ensure there are no sharp or rough edges (e.g. portable signage) facing the field of play.</p> <p>Avoid using guy wires to support posts. If used, they must be made visible to players and covered with protective pads.</p>
Electricity	<p>If power is required, ensure electrical or extension leads do not pose a tripping hazard.</p>
Faulty or dangerous equipment	<p>Use markers made from non-injurious material (e.g. cardboard, foam).</p> <p>Check equipment for damage before and during the activity.</p> <p>Check footwear before each match to ensure they provide sufficient protection for the feet. Look for non-slip soles, no buckles or zips and no sharp-edged soles.</p>
Hazardous substances Chemicals	<p>Lines are marked in accordance with the line marking of sports fields fact sheet (PDF, 394KB), if playing outside.</p>
Playing surface	<p>Conduct a field check to identify and manage surface hazards. Clear the playing surface from loose items or</p>

debris. Do not participate on a surface that is slippery, unduly rough or chopped up.

Cover/fill playing surface hazards (e.g. sprinkler heads, post holes) to be level with the surrounds.

Use designated towels for wiping floor spills (e.g. water, sweat).

For beach volleyball:

- ensure lines are made from flexible material (i.e. cords or webbing)
- ensure sand depth is at least 30cm and extends beyond the court by at least 2 metres
- rake sand before use.

Posts

For beach volleyball, cover the base of portable posts with sand.

Securely fit the pin of adjustable posts when setting up, taking down or adjusting the height. Consult manufacturer's instructions for support.

Stray balls

Implement protocols to manage stray balls e.g. pause gameplay, wait for break in play for retrieval.

Violation cards

Secure violation cards to the outside of the post nearest the referee using hook and loop fasteners.

Winches

If using a ratchet winch net system, ensure care is taken when adjusting/releasing the high tension system. Refer to the [hazard alert—volleyball post ratchet hand winch \(PDF, 492KB\)](#) for further information.

Remove winch handles from posts before the activity. If non-removable, pad the winch handles.

Student considerations

Control measures

Physical contact

Breaks/sprains, cuts/abrasions/grazes, concussion, accidental 'bumping'

Enforce rules to prevent rough play. Consult [Play by the Rules](#) (conduct and behaviour resources).

Manage injuries according to established procedures. If in doubt, do not allow students to return to play after injury until medically cleared.

Physical exertion

Exhaustion and fatigue

Conduct [warm-up/cool-down](#) activities.

Continually monitor participants for signs of fatigue and exhaustion.

Student issues

Remove accessories (e.g. jewellery, lanyards) before participating.

Ensure fingernails, hair and clothing (e.g. pockets) do not interfere with the activity.

Additional links

- [Volleyball Australia](#)
- [Sports Medicine Australia injury fact sheets](#)

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Last updated 28 October 2021