Queensland Representative School Sport

Risk	Assessment Form	

Part 1 - Confirmation of annual training completion:					
QRSS Induction including concussion (state and non- state staff):		Completed			
DoE MAST (Mandatory All Staff Training):			Completed		
Student Protection Training (state and non-state staff):		Completed			
First Aid:		Completed			
Activity Scope					
QRSS Official Name:		QRSS Team/Age Group:			
Activity description:					
Chart data:	Finish date:		No. of students (approx.):		
Start date:			Supervision ratio (approx.):		
	•				

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. <u>Blue card</u> requirements **must** be adhered to.

QRSS Team / Event Officials

Minimum supervision

(List the names of those who were involved in the preparation of this risk assessment.)				
Official's Name	Role	Date		

Approval (To be submitted to appropriate QRSS officer as outlined in the handbook)				
	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:	Date:	
	Approved and submitted by DC/RSSO into the Risk Register	Signature: Jym.mal	Date:	
	Responsible Officer* approval for high risk and extreme activities (if required)	Signature:	Date:	
□ QRSS Sport Officer (if required)		Signature:	Date:	
		Register number:		

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

Monitor and review t o be completed during and/or after the activity and/or at the completion of the series of activities.		No
Are the control measures still effective?		
Have there been any changes?		
Are further actions required?		





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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

	Coloct	A	ssessment	Hazard	Control Measures
Item for Consideration	Select your role • Tick Not Applicable if not relevant • Tick Planning/Control Measures where requirements comply		List identified hazards and control measures		
Blue cards (non-DoE staff working with students)	 ☐ Manager ☐ Coach ☐ Convenor 	□ Not Applicable	 Planning / Control Measures according to handbook 		
Reporting student injury / concussion	 ☐ Manager ☐ Coach ☐ Convenor 	□ Not Applicable	 Planning / Control Measures according to handbook 		
Storage and sharing of student information (medical details, media consent, emergency contact)	□ Manager □ Coach □ Convenor	□ Not Applicable	Planning / Control Measures according to handbook		
Communication - QRSS Team and Event Officials (briefing on facilities, playing conditions, location, student needs, emergency action plans)	 □ Manager □ Coach □ Convenor 	□ Not Applicable	Planning / Control Measures according to handbook		
Emergency action plans	 ☐ Manager ☐ Coach ☐ Convenor 	□ Not Applicable	 Planning / Control Measures according to handbook 		
Athlete special needs / inclusion / disability	 ☐ Manager ☐ Coach ☐ Convenor 	□ Not Applicable	 Planning / Control Measures according to handbook 		
Venue – surface, boundary/surrounds, facilities, trip hazards, entry/exit points	 ☐ Manager ☐ Coach ☐ Convenor 	□ Not Applicable	Planning / Control Measures according to handbook		
Equipment – objects, faults, nets, boards, vehicles, umpire stands etc	 □ Manager □ Coach □ Convenor 	□ Not Applicable	Planning / Control Measures according to handbook		
Playing conditions / weather	□ Manager □ Coach □ Convenor	□ Not Applicable	 Planning / Control Measures according to handbook 		
Sun safety	 □ Manager □ Coach □ Convenor 	□ Not Applicable	 Planning / Control Measures according to handbook 		
Hydration	 □ Manager □ Coach □ Convenor 	□ Not Applicable	 Planning / Control Measures according to handbook 		
Other (eg. transport and accommodation)	 ☐ Manager ☐ Coach ☐ Convenor 	□ Not Applicable	 Planning / Control Measures according to handbook 		

