

# Queensland School Sport

## Risk management

### Representative Sports Event – Team Manager

#### 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.

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 leader should be:

a registered teacher with competence (demonstrated ability to undertake the activity) and qualifications as specified in the guidelines related to each of these disciplines:

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.
<b>Adults supervising students</b>					
	<a href="#">Blue Card</a> requirements met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Briefings	<ul style="list-style-type: none"> <li>• Brief parents/guardians on all aspects of their child's involvement in the team's program.</li> <li>• Brief other team officials prior to departure to the venue regarding any potential hazards and safety controls.</li> <li>• Provide any relevant curriculum activity risk assessment guidelines to all team officials of the activity.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/risks	Recommended control measures	Yes	No	N/A	If necessary, detail how this will be implemented and any additional controls.
Emergency plans	<ul style="list-style-type: none"> <li>Ensure that all supervisors are aware of the emergency contingency plans for the event.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Students</b>					
Briefings	<ul style="list-style-type: none"> <li>Brief students prior to departure to the venue on codes of conduct, any potential hazards, and safety controls.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical conditions	<ul style="list-style-type: none"> <li>Obtain parent's/guardian's contact details in case of emergencies</li> <li>Obtain parental permission, including relevant medical information.</li> <li>When students with medical conditions are involved, ensure that relevant medical/emergency action plans and medications are readily available (insulin, Ventolin®, EpiPen®, etc).</li> <li>Ensure that a first aid kit suitable for the event is available.</li> <li>Consider whether the planned program is suitable for those students with special needs who are attending.</li> <li>Provide additional supervision as necessary.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Isolation from the group (students becoming lost)	<ul style="list-style-type: none"> <li>Take the roll at key times throughout the activity (e.g. departures, transitions).</li> <li>Perform head counts at key times throughout the activity.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Transport</b>					
Public/commercial	<ul style="list-style-type: none"> <li>Provide instruction in rules and safety procedures before departure.</li> <li>Provide appropriate supervision of students during travel.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Private (if coordinated)	<ul style="list-style-type: none"> <li>Ensure that written consent of parent/caregiver for their child to travel in a privately owned vehicle is received and stored.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/risks	Recommended control measures	Yes	No	N/A	If necessary, detail how this will be implemented and any additional controls.
	<ul style="list-style-type: none"> <li>• Ensure that the details of licence and vehicle registration of any parent/caregiver agreeing to transport students in a privately owned vehicle are recorded.</li> <li>• Ensure that the most trafficable route to be travelled is established prior to departure.</li> <li>• Ensure that, if a number of privately owned vehicles are involved, a convoy is formed wherever possible.</li> <li>• Ensure that contact details for all drivers are recorded.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Accommodation</b>					
Private	<ul style="list-style-type: none"> <li>• Ensure that details of students' private accommodation are obtained.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Billeting	<ul style="list-style-type: none"> <li>• Ensure that details of students' billeting accommodation are obtained and communicated to parents/guardians.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Team Accommodation	<ul style="list-style-type: none"> <li>• Ensure that accommodation booked is of a suitable standard with emphasis on cleanliness, catering and all required facilities.</li> <li>• Ensure that sleeping quarters are suitable for age group, not overcrowded and that separation of genders is possible.</li> <li>• Ensure that catering of meals is available or nearby, is of suitable quantity and standard for the age group, and special dietary needs can be catered for.</li> <li>• Ensure that staff supervision is provided at suitable staff/student ratios at all times and best located in relation to students' sleeping and recreation requirements.</li> <li>• Ensure that team officials have access to phones, emergency phone numbers and a vehicle in case of emergency.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/risks	Recommended control measures	Yes	No	N/A	If necessary, detail how this will be implemented and any additional controls.
<b>Environmental</b>					
Sun safety	<ul style="list-style-type: none"> <li>Adopt sun-safe strategies. For example:               <ul style="list-style-type: none"> <li>ensure that hats, sun-smart clothing and sunscreen are used.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hydration	<ul style="list-style-type: none"> <li>Ensure that drinking water is readily available (students should not share drinking containers).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicles	<ul style="list-style-type: none"> <li>Safe and suitable parking, drop-off and pick-up areas.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Activities</b>					
Refer to:					
<ul style="list-style-type: none"> <li><a href="#">Managing Risks in School Curriculum Activities</a></li> <li><a href="#">Curriculum Activity Risk Assessment Guidelines</a></li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Additional control measures (if required)</b>	
<i>These would relate to the specific student needs, location and conditions in which you are conducting your activity.</i>	
<b>Hazards/Risks</b>	<b>Control Measures</b>

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

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:	Designation:
Signed:	Date:
<b>Once approved, activity details should be entered on a School Sport Risk Management register filed at a location, as listed below</b>	Reference no.

<b>Monitor and review</b> <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?	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes?	<input type="checkbox"/>	<input type="checkbox"/>
Are further actions required?	<input type="checkbox"/>	<input type="checkbox"/>
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
<b>District Events</b>	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
<b>Regional Events</b>	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
<b>State Events</b>	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
<b>Queensland hosted Interstate &amp; International events</b>	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
<b>Other Interstate &amp; International events</b>	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](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/>