|  |
| --- |
| **Part 1 - Confirmation of annual training completion:** |
| **QRSS Induction including concussion (state and non-state staff):** | Completed [ ]  |
| **DoE MAST (Mandatory All Staff Training) & Non DoE staff/volunteers (Key messages guide):** | Completed [ ]  |
| **Student Protection Training (state and non-state staff):** | Completed [ ]  |
| **First Aid:** | Completed [ ]  |
| **Activity Scope** |
| QRSS Official Name:  | QRSS Team/Age Group:  |
| Activity description:  |
| Start date: | Finish date: | No. of students (approx.): |
| Supervision ratio (approx.):  |

|  |
| --- |
| **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** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **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 CARAguidelines to ensure the most recent updates by the Department are considered. | Signature: | Date: |
|[ ]  Approved and submitted by DC/RSSO into the Risk Register | Signature: | 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.* | **Yes** | **No** |
| Are the control measures still effective? |[ ] [ ]
| Have there been any changes? |[ ] [ ]
| Are further actions required? |[ ] [ ]

**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*** Tick Not Applicable if not relevant
* Tick Planning/Control Measures where requirements comply
 | **Hazard** | **Control Measures** |
| * List identified hazards and control measures
 |
| **Blue cards (non QTC****registered teachers 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 |  |  |