

Queensland Representative School Sport

Risk Assessment procedure



Queensland Representative School Sport

Our vision



Pathways for excellence in representative school sport

*Inspiring world-class opportunities for sporting success,
engagement and wellbeing*

Our commitment



The Queensland Department of Education is committed to the ongoing education of risk minimisation and management to ensure the safety and welfare of all students participating in school sport and the representative school sport program.

Why?



- Identify any hazards that may exist at the trial/event
- Implement control measures to minimise the risks
- Understand your duty and responsibilities as an official
- Consider the sport specific requirements
- Provide a safe and supportive environment for students

Risk Assessment documents

- Risk assessment handbook
- Risk assessment form



Your role

As an official:

- coach
- manager
- convenor



At each level you may be an official in more than one role at the same time.

Risk Assessment handbook



- Provide guidance on associated risks with sports
- Check requirements of official's supervision responsibilities
- Consider the control measures to be implemented for each sport
- Utilise the links available for further clarification

This will support your decisions as an official when completing the risk assessment form.

Risk Levels

Low and medium risk activities are sent to the designated responsible officer for that level.

High and extreme risk activities must be approved by a:

- District Chair
- Principal
- Head of Department (or similar)
- QRSS Regional School sport officer
- QRSS responsible sport officer



Risk Assessment Form

Part 1

- Official's details
- Approver endorsement



Part 2

- Considerations
- Hazards
- Control Measures

Part 1

Submit to responsible officer at that level of the trial/event



Approving officers will:

- Check/sign and return to you for storing
- Record the details of the risk assessment on the risk register and store appropriately

Part 2

- Tick the role (you may tick 1 or more)
- Use the risk assessment handbook to identify the considerations
- Ensure you have considered all hazards



If:

- an item for consideration doesn't apply to your role tick 'not applicable'
- you deem the activity safe, tick 'planning and control measures in place'
- you identify any hazards, record this in the 'hazard' column and describe the 'control measures' put in place to minimise the risks

Storing of Risk Assessment Forms

When approved the forms will be stored:

- At a District level with the District Secretary
- At a Regional level with Regional Office
- At a State level with QRSS Office