

# Curriculum activity risk assessment

## Running Events

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### Activity scope

This document relates to student participation in track running events as a curriculum activity.

The requirements of this risk assessment apply to running events, including sprints, relays, middle/long distance, walks, hurdles and cross-country events.

### Risk level

The actual risk level will vary according to the specific circumstances of the activity and these **must** be considered when assessing the inherent risk level and planning the activity. As a starting point, ask the following questions:

- Which students will be involved?
- What will the students be doing?
- What will the students be using?
- Where will the students be?
- Who will be leading the activity?



Inherent risk level		Action required / approval
<input checked="" type="checkbox"/>	Medium	Some chance of an incident and injury requiring first aid <input checked="" type="checkbox"/> Record controls in planning documents and/or complete this <i>Curriculum Activity Risk Assessment</i> . <input checked="" type="checkbox"/> Consider obtaining parental permission.

Teachers/leaders:

Event Coordinator - Chris Jansen in addition to other school managers and Gin Gin SHS staff

Activity description:

Inter-school Cross Country to be held at Gin Gin SHS on April 27th , 2016.

Start date: 27/04/2016	Finish date: 27/04/2016	No of students (approx.): 400
Class groups: years 12 to 18		Supervision ratio (approx.): 1:20



Queensland Government

Date Modified: 13 August 2010

Uncontrolled copy. Refer to *HLS-PR-012: Curriculum Activity Risk Management* at <http://education.qld.gov.au/strategic/eppr/health/hlspr012/> for master.

Passing the baton, File #: 2373329  
iStockphoto © Nikada

Listed below are the minimum recommendations for this type of activity. For any items ticked 'No', provide further information regarding 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:

All registered teachers as managers and checkpoint/control point supervisors.

### 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

**Medium** — Some chance of an incident and injury requiring first aid

**For a registered teacher:**

- Level One Accreditation from the Australian Track and Field Coaches Association  
**OR**  
 Competence (demonstrated ability/experience to undertake the activity) in the teaching of running events

A teacher could demonstrate their competency through their:

- knowledge of the activity and the associated hazards and risks  
 experience (i.e. previous involvement) in undertaking the activity  
 demonstrated ability and/or expertise to undertake the activity  
 possession of qualifications related to the activity.

**For a leader other than a registered teacher:**

- Another adult with Level One Accreditation from the Australian Track and Field Coaches Association

Further information:

Minimum equipment/facilities	Yes	No
First aid kit suitable for activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communication system: <input type="checkbox"/> phone-line at location <input checked="" type="checkbox"/> mobile phone <input checked="" type="checkbox"/> walkie talkies/UHF radio <input checked="" type="checkbox"/> student/adult messenger Other:		
Sun safety equipment (hat, sunscreen, shirt etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drinking water (students should not share drinking containers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sufficient space at any finish lines to allow for deceleration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Environmental Protection Agency (EPA)-approved line marking materials (refer to <u>Schools' Officer Folder</u> or your regional senior Occupation Health and Safety consultant for further information.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Track facilities (where appropriate) that adhere, as close as practicable, to <u>International Association of Athletics Federation</u> (IAAF) specifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Further information: Water station, communication (Walkie Talkie and mobile phone) and first aid located every 2km along the designated course.  20 qualified teaching staff act as marshalls and are positioned at checkpoints every 300m.		

Governing bodies/associations	Yes	No
Guidelines/codes of practice are established for this activity. See <u>International Association of Athletics Federation, Australian Track and Field Coaches Association</u> Have these been considered during the planning of this activity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Further information: Not an international event but a school event for participation.  Maximum of six (6) runners per age group per team.		



Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
	<ul style="list-style-type: none"> <li>Supervise relay change areas at all times.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
<b>Noise (loud and/or continuous)</b> <ul style="list-style-type: none"> <li>Starting pistols</li> </ul>	<ul style="list-style-type: none"> <li>Always wear hearing protection. Refer to <u>Health and Safety Fact Sheet: Hearing Protection for Manual Arts, Industrial Technology &amp; Design Teachers and Teacher-aides and Noise Code of Practice 2004</u> for further information.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use Earmuffs
<b>Physical exertion</b> <ul style="list-style-type: none"> <li>Strains and sprains</li> <li>Cramps</li> <li>Exhaustion and fatigue</li> </ul>	<ul style="list-style-type: none"> <li>Have appropriate warm-up and warm-down activities.</li> <li>Follow progressive and sequential skills development.</li> <li>Have ice packs available.</li> <li>Continuously monitor students for signs of fatigue and exhaustion.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Individual schools/managers are responsible for warm up and ice if required.
<b>Sharp implements or objects</b> <ul style="list-style-type: none"> <li>Spikes</li> </ul>	<ul style="list-style-type: none"> <li>Instruct students in safety procedures for the use of spikes.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
	<ul style="list-style-type: none"> <li>Ensure that spikes are not worn by students when learning baton changing for relays.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
	<ul style="list-style-type: none"> <li>Ensure that students are spaced sufficiently at the start of middle, long distance and walk events to avoid collisions or spike injuries.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
<b>Students</b> <ul style="list-style-type: none"> <li>Student numbers – control – adequate adult supervision</li> <li>Special needs</li> <li>High risk behaviours</li> <li>Medical conditions</li> </ul>	<ul style="list-style-type: none"> <li>Obtain parental permission, including relevant medical information.</li> <li>When students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are readily available (insulin, Ventolin, EpiPen, etc.)</li> <li>Refer to Individual education plan/Educational adjustment plan/Behaviour management plan and other student documents.</li> <li>Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Schools are responsible for own students; - Permission forms - Behaviour - Medical forms

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
	<ul style="list-style-type: none"> <li>Ensure there is adequate adult supervision.</li> <li>Ensure systems are in place to monitor student numbers.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

### Additional control measures

These would relate to the specific student needs, location and conditions in which you are conducting your activity.

Hazards/risks	Control measures
Fatigue and dehydration.	Qualified teachers are located at checkpoints 300m apart. First aid and water station every 2km.
Loose gravel and hills on course	Qualified teachers are located at checkpoints 300m apart. First aid and water station every 2km.


Submitted by: Chris Jansen

Date: 22/04/2016

List the names of those who were involved in the preparation of this risk assessment.

Chris Jansen & Mervyn McDonald

### Approval

<input checked="" 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: Craig Martin	
Designation: BDSSS Chair	
Signed: 	
Date: 26/04/16	
Once approved, activity details should be entered into the <i>School Curriculum Activity Register</i> by administrative staff.	
Reference no.	

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<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>	<b>Yes</b>	<b>No</b>
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:		

## Important links

- SCM-PR-002: School Excursions  
<http://education.qld.gov.au/strategic/eppr/schools/scmpr002/>
- HLS-PR-003: First Aid  
<http://education.qld.gov.au/strategic/eppr/health/hlspr003/>
- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions  
<http://education.qld.gov.au/strategic/eppr/health/hlspr004/>
- Infection Control Guideline:  
[http://education.qld.gov.au/health/pdfs/healthsafety/infection\\_control\\_guideline.pdf](http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf)
- HLS-PR-005: Health and Safety Incident Reporting and Notification  
<http://education.qld.gov.au/strategic/eppr/health/hlspr005/>
- HLS-PR-013: Developing a Sun Safety Strategy  
<http://education.qld.gov.au/strategic/eppr/health/hlspr013/>
- HRM-PR-010: Working with Children Check – Blue Cards  
<http://education.qld.gov.au/strategic/eppr/hr/hrmpr010/>
- Get Active Queensland Accreditation Program  
<http://www.sportrec.qld.gov.au/CommunityPrograms/Schoolcommunity/GetActiveQueenslandAccreditationProgram/Courseinformation.aspx>

### Further information

For further information on incorporating risk management strategies into curriculum activity planning refer to [HLS-PR-012 Managing Risks in Curriculum Activities](#) and the associated list of [Curriculum Activity Risk Assessment Guidelines](#). (See: <http://education.qld.gov.au/strategic/eppr/health/hlspr012/index1.html>)

For further support with risk management training and advice, contact trained staff in schools such as Workplace Health and Safety Officers (WHSOs) and Workplace Health and Safety Representatives (WHSRs), and regional staff such as Senior Health and Safety Consultants.

**Reset**

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