

# Curriculum activity risk assessment

## Throwing events – Shot Put

clever • skilled • creative

### Activity scope

This document relates to student participation in Shot Put as a curriculum activity.

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

Inherent risk level		Action required / approval
<input checked="" type="checkbox"/>	<b>Medium</b>	Some chance of an incident and injury requiring first aid. <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Record controls in planning documents and/or complete this <i>Curriculum Activity Risk Assessment</i>.</li> <li><input checked="" type="checkbox"/> Consider obtaining parental permission.</li> </ul>

Teachers/leaders: Minimum of 52 teachers/leaders from 9 schools in the District		
Activity description: BDSSS Track and Field Carnival		
Start date: 22 July 2016	Finish date: 26 July 2016	No of students (approx.): 400 per day
Class groups: Grades 7 - 12 from 9 Schools in the District		Supervision ratio (approx.): 1:8



Date Modified: 13 August 2010

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:

Local Athletics Clubs provide Officials who work with a registered teacher.

### 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 1 Accreditation from the Australian Track and Field Coaches Association

**OR**

Get Active Queensland Athletics Coaching - Part A qualification

**OR**

Competence (demonstrated ability) in the teaching of shot put

A teacher could demonstrate their competency to conduct an activity to the person approving the Curriculum Activity Risk Assessment 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.

## 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.*

For a leader other than a registered teacher:

Level 1 Accreditation from the Australian Track and Field Coaches Association

**OR**

Get Active Queensland Athletics Coaching - Part A qualification

Further information:

Some teachers may have the following qualifications:

Get Active Queensland Athletics Coaching — Part A qualification

Level One or higher accreditation from the Australian Track and Field Coaches Association

Minimum equipment/facilities <i>If 'No' is ticked, provide further information.</i>	Yes	No
First aid kit suitable for activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communication system: <input checked="" 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"/>
Throwing and landing areas that conform to <u>International Amateur Athletic Federation</u> specifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Further information:		

Governing bodies/associations <i>If 'No' is ticked, provide further information.</i>	Yes	No
Guidelines/codes of practice are established for this activity. See <a href="#">International Amateur Athletic Federation</a> , <a href="#">Australian Track and Field Coaches Association</a> , <a href="#">Get Active Queensland Athletics Coaching — Part A qualification</a> . Have these been considered during the planning of this activity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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 indicative hazards/risks and suggested control measures. They are by no means exhaustive lists. After checking these, add details of any other identified hazards/risks and additional controls you intend to implement.

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
<b>Biological material</b> <ul style="list-style-type: none"> <li>• Bodily fluids (e.g. sweat, blood, saliva)</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with <a href="#">Infection Control Guideline</a>. Students with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>• Ensure that personal items such as mouthguards, towels and drink bottles are not shared.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>• Have sufficient and suitable containment material (bandages etc.) readily available.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
<b>Environmental conditions</b> <ul style="list-style-type: none"> <li>Weather</li> <li>Surfaces</li> <li>Surrounds</li> </ul>	<ul style="list-style-type: none"> <li>Assess weather conditions before and during activity (e.g. temperature, storms).</li> <li>Assess suitability of throwing area (e.g. level, debris, potholes/divots in ground, line markers) and dampness.</li> <li>Site activities away from buildings, pedestrians and other activities.</li> </ul>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
<b>Fast moving heavy objects</b> <ul style="list-style-type: none"> <li>Shots</li> </ul>	<ul style="list-style-type: none"> <li>Cover rules, safety procedures and prerequisite skills before students participate.</li> <li>Follow progressive and sequential skill development.</li> <li>Check all equipment before use.</li> <li>Constantly monitor throwing area for pedestrian traffic.</li> <li>Ensure one student throws at a time.</li> <li>Keep students 5m behind thrower.</li> <li>Check for appropriate footwear.</li> <li>Ensure throwing takes place in one direction.</li> <li>Do not allow paired or return throwing.</li> </ul>	<input checked="" type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	<input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<p>Done at a school level</p> <p>Schools responsibility</p>
<b>Manual handling</b> <ul style="list-style-type: none"> <li>Movement of shots</li> </ul>	<ul style="list-style-type: none"> <li>Undertake a risk management process in order to prevent or minimise the risk of injuries caused by manual tasks.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Physical exertion</b> <ul style="list-style-type: none"> <li>Strains and sprains</li> <li>Heat and sun</li> </ul>	<ul style="list-style-type: none"> <li>Have appropriate warm-up and warm-down activities.</li> <li>Cover rules, safety procedures and prerequisite skills before students participate.</li> <li>Follow progressive and sequential skill development.</li> <li>Continuously monitor students for signs of fatigue and exhaustion.</li> <li>Provide shade for students awaiting their throw.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>	<p>Student and school responsibility</p> <p>Done at a school level</p> <p>Done at a school level</p> <p>Competition is brief</p>
<b>Students</b> <ul style="list-style-type: none"> <li>Special needs</li> </ul>	<ul style="list-style-type: none"> <li>Obtain parental permission, including relevant medical information.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Schools responsibility</p>

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
<ul style="list-style-type: none"> <li>High risk behaviours</li> <li>Medical conditions</li> <li>Student numbers</li> </ul>	<ul style="list-style-type: none"> <li>When students with medical conditions are involved, ensure that relevant medical/ emergency plans and medications are readily available (insulin, Ventolin, EpiPen, etc.)</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Schools responsibility
	<ul style="list-style-type: none"> <li>Refer to Individual Education Plan/Educational Adjustment Plan/Behaviour Management Plan and other student documents.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
	<ul style="list-style-type: none"> <li>Where necessary, obtain advice from relevant Advisory Visiting Teachers or Specialist Teachers.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
	<ul style="list-style-type: none"> <li>Ensure there is adequate adult supervision.</li> </ul>	<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

**Submitted by:** Rob Gardner

**Date:** 13 July 2016

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

Rob Gardner

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: <i>Craig Martin</i>	Designation: <i>BDSBS Chair</i>
Signed: <i>[Signature]</i>	Date: <i>19/7/16</i>
Once approved, activity details should be entered into the <b>School Curriculum Activity Register</b> by administrative staff.	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:		

## Important links

- SCM-PR-002: School Excursions  
<http://education.qld.gov.au/strategic/epr/schools/scmpr002/>
- HLS-PR-003: First Aid  
<http://education.qld.gov.au/strategic/epr/health/hlspr003/>
- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions  
<http://education.qld.gov.au/strategic/epr/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 recording and Notification  
<http://education.qld.gov.au/strategic/epr/health/hlspr005/>
- HLS-PR-013: Developing a Sun Safety Strategy  
<http://education.qld.gov.au/strategic/epr/health/hlspr013/>
- HRM-PR-010: Working with Children Check - Blue Cards  
<http://education.qld.gov.au/strategic/epr/hr/hrmpr010/>
- HLS-PR-006: Managing Occupational Risks with Chemicals  
<http://education.qld.gov.au/strategic/epr/health/hlspr006/hs16.pdf>
- Get Active Queensland Accreditation Program  
<http://www.sportrec.qld.gov.au/CommunityPrograms/Schoolcommunity/GetActiveQueenslandAccreditationProgram/Courseinformation.aspx>
- Australian Track and Field Coaches Association  
<http://www.atfca.com.au/>
- International Amateur Athletic Federation  
<http://www.iaaf.org/aboutiaaf/publications/regulations/index.html>

### 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/epr/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.

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