

Curriculum activity risk assessment

Golf

clever • skilled • creative

Activity scope

This document relates to student participation in Golf as a curriculum activity including the teaching of golf skills, team training and competition matches conducted by schools.

Risk level

This document is a guideline, 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:

Mathew Hughes

Activity description:

BDSSS Wednesday afternoon golf competition (mixed U15 and Open). 2 or 3 ball Ambrose.

Start date: 08/02/2017	Finish date: 31/03/2017	No of students (approx.): 30
Class groups: Mixed Junior and Mixed Senior		Supervision ratio (approx.): 1:8



Queensland Government

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

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Young teenage boy golfing, File #: 3572574
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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:

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:

- A registered teacher with competence (demonstrated ability) in the teaching of golf.

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.

OR

For a leader other than a registered teacher:

- Another adult who has professional status or is in the third year of a professional traineeship or a community accredited golf coach.

Further information:

Teachers from each school to accompany their teams.

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 type="checkbox"/> phone-line at location <input checked="" type="checkbox"/> mobile phone <input type="checkbox"/> walkie talkies/UHF Radio <input 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"/>
Recognised golfing course or driving range (where appropriate safety procedures and protocol should be implemented to suit the course)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Further information: No students on golf buggies		

Governing bodies/associations <i>If 'No' is ticked, provide further information.</i>	Yes	No
Guidelines/codes of practice are established for this activity. See Golf Queensland , Golf Australia . Have these been considered during the planning of this activity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If you are organising competitions or other events, have you referred to Queensland School Sport Unit ?	<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
Biological material <ul style="list-style-type: none"> • Body fluids (e.g. blood, saliva, sweat) 	<ul style="list-style-type: none"> • Have sufficient and suitable containment material (bandages etc) readily available. • Ensure that personal items such as mouthguards, towels and drink bottles are not shared. • Comply with <u>Infection Control Guideline</u>. 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. 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Environmental conditions <ul style="list-style-type: none"> • Weather • Surfaces • Surrounds • Equipment 	<ul style="list-style-type: none"> • Assess weather conditions before and during the activity (e.g. temperature, storms). SUSPEND ALL ACTIVITIES IF LIGHTNING IS PRESENT. • Assess suitability of course/range (e.g. level, debris, potholes/divots in ground) before and during activity. • Check equipment before use. • The hitting range should be located away from other activities for practice sessions. It is recommended that the area be approximately 120 metres wide and 250 metres long. • Site activities away from buildings, pedestrians and other activities. 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan/ Additional controls
Equipment <ul style="list-style-type: none"> Clubs 	<ul style="list-style-type: none"> Check clubs frequently for smooth grips, loose heads and shaft irregularities. Where necessary, they should be repaired or replaced before further use. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fast moving objects <ul style="list-style-type: none"> Balls Clubs 	<ul style="list-style-type: none"> Ensure that there is three metres of clear space between students striking the ball. Establish and use verbal and/or whistle commands to signal students to start hitting, cease hitting and retrieve golf balls. Retrieve all golf balls at the same time. Leave clubs in hitting area when retrieving balls. Position left-handed golfers on the right-hand side of the group. Give students a target area at which to drive. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Physical exertion <ul style="list-style-type: none"> Strains and sprains Cramps Exhaustion and fatigue 	<ul style="list-style-type: none"> Have appropriate warm-up and warm-down activities. Follow progressive and sequential skills development. Have ice packs available. Continuously monitor students for signs of fatigue and exhaustion. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Students <ul style="list-style-type: none"> Student numbers and control – adequate adult supervision Special needs High risk behaviours Medical conditions 	<ul style="list-style-type: none"> Refer to Individual Education Plan/Educational Adjustment Plan/Behaviour Management Plan and other student documents. Obtain parental permission, including relevant medical information. Jewellery can be a serious hazard when undertaking many activities. All forms of jewellery should be considered in terms of the risk it presents for each activity. Procedures should be put in place to ban, dissuade or protect (e.g. tape) the wearing of jewellery accordingly. Ensure systems are in place to monitor student numbers. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Teachers from each school are to review medical details for the students from their school. Where a student is at medical risk, controls must be communicated to the convener as well as the other teachers who will be accompanying teams around the course.</p> <p>Required controls to be put in place as necessary.</p>

Hazards/risks	Control measures	Yes	No	Implementation plan/ Additional controls
	<ul style="list-style-type: none"> Where necessary, obtain advice from relevant Advisory Visiting Teachers or Specialist Teachers. Ensure there is adequate adult supervision. Encourage awareness of other participants on the course. 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input 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: Matthew Hughes	Date: 02/02/2017
List the names of those who were involved in the preparation of this risk assessment. Stephen Cronin, Kev Pearcey, Keith Hollege	

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: <i>Ross Robertson</i>	Designation: <i>Principal (BDS55 Chair)</i>
Signed: <i>R. Robert</i>	Date: <i>2/2/17</i>
Once approved, activity details should be entered into the School Curriculum Activity Register by administrative staff.	
Reference No.	

Monitor and review <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
- 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 risks with chemicals in Department of Education and Training workplaces
<http://education.qld.gov.au/strategic/epr/health/hlspr006/index1.html>
- Queensland School Sport Unit
<http://www.learningplace.com.au/en/queenslandschoolsport/>
- 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](#).

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.