

Part 1 - Confirmation of annual training completion:		
QRSS Induction including concussion (state and non-state staff):	Completed <input type="checkbox"/>	
DoE MAST (Mandatory All Staff Training) & Non DoE staff/volunteers (Key messages guide):	Completed <input type="checkbox"/>	
Student Protection Training (state and non-state staff):	Completed <input type="checkbox"/>	
First Aid:	Completed <input type="checkbox"/>	
Activity Scope		
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. <b>Blue card</b> requirements <b>must</b> be adhered to.

QRSS Team / Event Officials (List the names of those who were involved in the preparation of this risk assessment). I have read the Risk Assessment handbook, I understand the requirements and have fulfilled my responsibilities (including the completion of all Mandatory Training). I am aware that I need to check the CARA guidelines to ensure the most recent updates by the Department are considered.			
Official's Name	Role	Date	Signature

Approval (To be submitted to appropriate QRSS officer)			
<input type="checkbox"/>	Approved and submitted by DC/RSSO into the Risk Register	Signature:	Date:
<input type="checkbox"/>	Responsible Officer* approval for high risk and extreme activities (if required)	Signature:	Date:
<input type="checkbox"/>	QRSS Sport Officer (if required)	Signature:	Date:
		Register number:	

\*Includes RSSO, Principal, Deputy Principal, Head of Department, Committee Chair

Monitor and review to 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?	<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"/>

**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/s	Assessment		Hazard	Control Measures
		<ul style="list-style-type: none"> <li>• Tick Not Applicable if not relevant</li> <li>• Tick Planning/Control Measures where requirements comply</li> </ul>	<ul style="list-style-type: none"> <li>• Tick Planning / Control Measures according to handbook</li> </ul>	<ul style="list-style-type: none"> <li>• List identified hazards and control measures</li> </ul>	
<b>Blue cards (non-DoE staff working with students)</b>	<input type="checkbox"/> Manager <input type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Planning / Control Measures according to handbook		
<b>Reporting student injury / concussion</b>	<input type="checkbox"/> Manager <input type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Planning / Control Measures according to handbook		
<b>Storage and sharing of student information (medical details, media consent, emergency contact)</b>	<input type="checkbox"/> Manager <input type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Planning / Control Measures according to handbook		
<b>Communication - QRSS Team and Event Officials (briefing on facilities, playing conditions, location, student needs, emergency action plans)</b>	<input type="checkbox"/> Manager <input type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Planning / Control Measures according to handbook		
<b>Emergency action plans</b>	<input type="checkbox"/> Manager <input type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Planning / Control Measures according to handbook		
<b>Athlete special needs / inclusion / disability</b>	<input type="checkbox"/> Manager <input type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Planning / Control Measures according to handbook		
<b>Venue – surface, boundary/surrounds, facilities, trip hazards, entry/exit points</b>	<input type="checkbox"/> Manager <input type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Planning / Control Measures according to handbook		
<b>Equipment – objects, faults, nets, boards, vehicles, umpire stands etc</b>	<input type="checkbox"/> Manager <input type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Planning / Control Measures according to handbook		
<b>Playing conditions / weather</b>	<input type="checkbox"/> Manager <input type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Planning / Control Measures according to handbook		
<b>Sun safety</b>	<input type="checkbox"/> Manager <input type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Planning / Control Measures according to handbook		
<b>Hydration</b>	<input type="checkbox"/> Manager <input type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Planning / Control Measures according to handbook		
<b>Other (eg. transport and accommodation)</b>	<input type="checkbox"/> Manager <input type="checkbox"/> Coach <input type="checkbox"/> Convenor	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Planning / Control Measures according to handbook		