

QRSS Risk Assessment Handbook

Pathways for excellence in representative school sport

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





Supporting reconciliation

Acknowledgement of Country

The Department of Education acknowledges the Traditional Owners of the lands from across Queensland. We pay our respects to the Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Aboriginal and Torres Strait Islander peoples across the state.

A better understanding and respect for Aboriginal and Torres Strait Islander cultures develops an enriched appreciation of Australia's cultural heritage and can lead to reconciliation. This is essential to the maturity of Australia as a nation and fundamental to the development of an Australian identity.



Contents

Sport specific risk levels.....	4
Risk Assessment	5
AFL	9
Baseball + Softball	10
Basketball	11
Cricket	12
Cross country.....	13
Football	14
Golf	15
Hockey.....	16
Netball	17
Rugby league.....	18
Rugby union.....	19
Squash	20
Surfing	21
Swimming in pools	22
Tennis	23
Touch football	24
Track and field - running	25
Javelin	26
Discus	27
Shot put	28
High jump.....	29
Pole vault.....	30
Hammer throw	31
Long and triple jump	32
Triathlon.....	33
Volleyball	34
Water polo	35
Appendix 1: Concussion protocols and resources.....	36
Appendix 2: Sport specific Curriculum Activity Risk Assessment (CARA) documents	37
Appendix 3: Resources	38



Queensland Representative School Sport

Sport specific inherent risk levels

Risk assessments are required for **ALL** sports, at **ALL** levels. Additional approvals are required for high and extreme risk level sports such as those listed in the table below.

AFL	High risk
Hockey	High risk
Rugby league	High risk
Rugby union	High risk
Surfing	High risk
Swimming	High risk
Javelin	High risk
Discus	High risk
High jump	High risk (fosbury flop)
Pole vault	Extreme risk
Hammer throw	Extreme risk
Triathlon & aquathlon	High/extreme risk
Water polo	High risk

**See the page 5 for further information regarding submission of documents for approval.*

For high/extreme risk activities use the table below for approval process:

District	District Committee representative (QRSS - DC responsible officer*)
Regional	Regional Committee representative (QRSS – RC responsible officer*)
State	QRSS responsible Sports Officer/ Sports Executive representative (QRSS – Sports Executive or RSSO)
National	QRSS – responsible Sport Officer

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



Queensland Representative School Sport

Risk Assessment

All officials are to complete the risk assessment process as a Convenor, Coach or Manager for each sport they are involved in at **every** level. The following documents are to be used to complete the Risk Assessment:

- **Risk Assessment Handbook** developed by QRSS.
- Sport specific [CARA guidelines](#) to ensure the most up to date advice is considered.
- [QRSS Sport specific competition procedures](#)

Part 1 - Confirmation of annual training completion

1. To be completed after the trial/event has been assessed.
2. Submit to the representative listed at that competition level four (4) weeks prior to the trial/event. In some instances this timeline may be adjusted to cater for district and regional trial timelines.

District	District Chair/delegate
Regional	Regional Committee responsible officer (eg. RSSO)
State	QRSS responsible Sports Officer (eg. RSSO)
National	QRSS responsible Sports Officer

**High/extreme activities (as shown on page 4) are to be submitted to the RSSO, Principal, Deputy Principal, Head of Department, Committee Chair*

3. Approving officers will:
 - Check/sign and return to the Official to store appropriately according to department guidelines.
 - Record the details of the risk assessment on the Risk Register and store according to department guidelines.

Part 2 - Risk Assessment

1. Tick your Official role for the trial/event (you may be in more than one role).
2. Ensure that all hazards have been identified and appropriate control measures have been put in place.
3. Complete the Assessment column.

Risk Levels

Inherent Risk Level		CONSEQUENCE if an incident were to occur			
		MINOR Injury requiring First Aid treatment	MODERATE Injury requiring medical treatment	MAJOR Injury requiring specialist medical treatment or hospitalisation	CRITICAL Injury resulting in loss of life or permanent disability
LIKELIHOOD of an incident occurring without control measures in place	ALMOST CERTAIN Expected to occur in most circumstances	Medium	High	Extreme	Extreme
	LIKELY Will probably occur in most circumstances	Medium	High	High	Extreme
	POSSIBLE Might occur occasionally	Medium	High	High	High
	UNLIKELY Could happen at some time	Low	Medium	Medium	High
	RARE May only occur in exceptional circumstances	Low	Low	Low	Medium

Queensland Representative School Sport

Risk Assessment Roles and Responsibilities

R: Responsible (performs the task)

C: Consulted (provides information or advice)

A: Accountable (owns the outcomes)

I: Informed (advised of decisions/outcomes)

*There may be instances where the coach is the manager and/or convenor of the event at that level of trial and need to complete other key official roles and responsibilities.

Key official	Convenor	Coach	Manager
Understand all policies and procedures	R	R	R
Understand the Student Protection Guidelines	R	R	R
Read the sport specific page in the QRSS Risk Assessment Handbook	R	R	R
Complete QRSS Risk Assessment form for the district, regional trial, State/National Championship or Interstate exchange.	R	R	R
Induction			
Brief all team officials at the pre-event meeting regarding any potential hazards, safety controls at the venue and departmental policies.	R	C	C
Provide any relevant QRSS risk assessment guidelines to all supervisors of the activity	A	R	R
Brief all team members regarding any potential hazards, safety controls at the venue and departmental policies including Codes of Conduct.	C	R	R
Brief all team members and carers regarding requirements at training and championships	C	R	R
Emergency action plans			
Ensure that all supervisors are aware of the emergency contingency plans (stored at that level of the pathway) for the event including First Aid accessibility.	A	R	R
Environmental conditions (venue and weather)			
Complete a physical inspection of the playing/training venue, playing and spectator area.	A	R	I
<i>Ensure that:</i>			
<ul style="list-style-type: none"> Playing area is marked appropriately with appropriate clearances If this cannot be achieved, consider ways of reducing risks (e.g. reducing the field size, padding the obstacle) 	A	R	I
<ul style="list-style-type: none"> Protective padding, in good working order is in place 	A	R	I
<ul style="list-style-type: none"> Adequate water and change rooms available ensuring drink breaks occur regularly 	A	I	R
<ul style="list-style-type: none"> Appropriate briefing area is available 	A	R	I
<ul style="list-style-type: none"> Adequate sun safety measures in place (if applicable) 	A	R	R
<ul style="list-style-type: none"> Parking available/appropriate drop off locations 	A	I	I
<ul style="list-style-type: none"> Monitor weather conditions and implement heat/storm policy if required 	A	R	R
Trials, training sessions and State Championships			
<ul style="list-style-type: none"> Activities are developmentally (age and skill) appropriate 	A	R	I
<ul style="list-style-type: none"> Instructions are clearly articulated and age appropriate 	A	R	I
<ul style="list-style-type: none"> Hazards are identified and removed 	A	R	I
<ul style="list-style-type: none"> Consideration is given to environmental factors such as heat and player exertion levels 	A	R	I

Queensland Representative School Sport

Risk Assessment processes for Officials

*There may be instances where the coach is the manager and/or convenor of the event at that level of trial and need to complete other key official roles and responsibilities.

<p>Convenor (in some instances this may be the RSSO/QRSS-SO)</p>	<p><u>Prior to the event:</u></p> <ul style="list-style-type: none"> • Understand your role when completing the Risk Assessment as outlined in this document. • Consult QRSS Risk Assessment Handbook for sport specific information. • Confirm the venue and perform appropriate safety checks for the event as outlined in the Risk Assessment including venue, equipment and facility requirements for specific age groups. • Organise referees, event officials, volunteers ensuring appropriate qualifications / blue card requirements are met for each day of the event. • If required, collect all student information required for event participation (consent, medical details, Principal consent etc.) <i>(District Convenor only)</i> • If required, store student event information noting students with special needs (Health plans, medical conditions, disability etc.). <i>(District Convenor only)</i> • Liaise with coaches, managers and parents (if required) of students with special needs ensuring that participation is inclusive and safe for ALL students. • Organise First Aid Officer for each day of the event. • Prepare communications for parents, players, managers, coaches, volunteers and spectators regarding emergency procedures. • Complete Risk Assessment (at least 4weeks before the start of the trial/event or as requested) and submit to appropriate representative for the trial/event you are convening. • Complete concussion training <p><u>During the Event:</u></p> <ul style="list-style-type: none"> • Ensure equipment, ground markings, venue and facilities are presented in accordance to the Risk Assessment handbook. • Conduct an inspection of the facilities / grounds / playing conditions etc. each day of the event. • Induct managers, coaches, volunteers and event officials on emergency procedures, competition procedures, facilities/amenities, playing conditions on the day, sun safety, hydration and individual plans for students with special needs. • Brief spectators and parents on playing conditions and the parent/spectator Code of Conduct. • Implement emergency or critical incident management plans as required. • As per QRSS Team and Event Handbook: <ul style="list-style-type: none"> ○ Record incidents / injury etc ○ Report student protection information ○ Implement sun safe procedures, concussion protocols and hydration procedures <p><u>Post event:</u></p> <ul style="list-style-type: none"> • Liaise with all coaches/managers and QRSS-responsible officer reporting any incidents (if required). • Submit required documentation to the responsible officer on completion of the event.
<p>Coach</p>	<p><u>Prior to the event:</u></p> <ul style="list-style-type: none"> • Understand your role when completing the Risk Assessment as outlined in this document. • Consult QRSS Risk Assessment Handbook for sport specific information. • If required, liaise with Manager to ensure all student information required for event participation (consent, parent contact details, medical details, Principal consent etc.) has been submitted prior to training/event. • Liaise with manager and parents (if required) of students with special needs, ensuring that participation is inclusive and safe for ALL students. • Prepare equipment, facilities and training program in accordance with QRSS Risk Assessment Handbook. • Liaise with manager to ensure appropriate First Aid (Eg. First Aid Official, First Aid kit) is available for training/event. • Brief players on the Code of Conduct as per QRSS Team and Event Handbook. • Communicate with the Convenor (if required) regarding facility, trial/tournament processes and venue requirements. • Complete Risk Assessment (at least 4weeks before the start of the trial/event or as requested) and submit to appropriate representative for the trial/event you are convening.

Queensland Representative School Sport

	<ul style="list-style-type: none"> • Complete concussion training <p><u>During the event:</u></p> <ul style="list-style-type: none"> • Inspect environmental conditions (weather, equipment, safety measures and venue) prior to each game to identify potential hazards. • Liaise with convenor and manager to brief players on emergency procedures, competition procedures, facilities, playing conditions on the day, sun safety, hydration and amenities. • Ensure appropriate First Aid (Eg. First Aid Official, First Aid kit) is available for training/event. • Brief players on playing conditions, event and competition procedures as appropriate. • Implement emergency or critical incident management plans as required. • As per QRSS Team and Event Handbook: <ul style="list-style-type: none"> ○ Liaise with manager to record incidents / injury according to the QRSS Risk Assessment Handbook. ○ Report student protection information when required in consultation with the Team Manager. ○ Implement sun safe procedures, concussion protocols and hydration procedures.
<p>Manager</p>	<p><u>Prior to the event:</u></p> <ul style="list-style-type: none"> • Understand your role when completing the Risk Assessment as outlined in this document. • Consult QRSS Risk Assessment Handbook for sport specific information. • Collect all student information required for event participation (consent, parent contact details, medical details including the administration of medication, Principal consent etc.). • Store student information according to department guidelines, noting students with specific needs (health plans, medical conditions, disability etc.). • Liaise with coaches and parents (if required) of students with special needs ensuring that participation is inclusive and safe for ALL students. • Liaise with the coach to organise appropriate First Aid (Eg. First Aid Official, First Aid kit) for training/event. • Provide relevant student and team details to event convenor or sport specific committee. • Prepare and deliver communications for parents, players, coaches and volunteers regarding competition procedures, payment, uniforms, travel and event details. • Brief players and parents on the Code of Conduct as per QRSS Team and Event Handbook. • Complete Risk Assessment (at least 4weeks before the start of the trial/event or as requested) and submit to appropriate representative for the trial/event you are convening. • Complete concussion training <p><u>During the event:</u></p> <ul style="list-style-type: none"> • Liaise with the convenor and brief the coaches, volunteers and event officials regarding emergency procedures, competition procedures, facilities/amenities, playing conditions on the day, sun safety, hydration and individual plans for students with special needs. • Brief team spectators and parents on playing conditions, event and competition procedures as appropriate. • Implement emergency or critical incident management plans as required. • As per QRSS Team and Event Handbook: <ul style="list-style-type: none"> ○ Liaise with coach to record incidents / injury and QRSS Risk Assessment Handbook ○ Report student protection information as required in consultation with the coach. ○ Assist coach to implement sun safe procedures, concussion protocols and hydration policy. <p><u>Post event:</u></p> <ul style="list-style-type: none"> • Liaise with convenor and appropriate QRSS representative regarding any incidents (if required). • Submit required documentation to the responsible officer on completion of the event.

Queensland Representative School Sport

AFL

Competition rules and procedures with additional or more stringent safety requirements must take precedence

Rules of AFL - <https://resources.afl.com.au/afl/document/2022/03/28/6d92ed7c-efc2-44dc-86bc-9fa1d9b338ad/2022-Laws-of-the-Game-Booklet.pdf>

For high risk activities:

- At least one adult supervisor is required to be a registered teacher, or other adult supervisor working under the direct supervision of a registered teacher, with competence (**knowledge and skills**) in teaching AFL, or
- other adult supervisor working under the direct supervision of a registered teacher, with [foundation coach accreditation](#) from the AFL for the current season (or equivalent demonstrated capability).
- Qualified coaches and officials must be in control of competition games.
- Field umpires must have [national umpire accreditation](#) for the current season. *Note: Any accredited umpire who is currently a student of a participating school must not be appointed as field umpire to an unmodified game.*
- If boundary and/or goal umpires are not provided by the Umpires Association, each school should provide competent officials (such as parents with knowledge and skills) to fulfil these roles.

Facilities and equipment hazards	Control measures
Boundary clearance	<ul style="list-style-type: none"> • Establish a 5m safety zone around the playing area. If this cannot be achieved, consider ways of reducing risks (e.g. reducing the field size, padding the obstacle). • Ensure there are no sharp or rough edges (e.g. portable signage) facing the field of play.
Faulty or dangerous equipment	<ul style="list-style-type: none"> • Check footwear before each match to ensure they provide sufficient protection for the feet. Look for non-slip soles, no buckles or zips, no metal studs, no loose, sharp-edged or excessively worn studs and no sharp-edged soles. • Fit-for-purpose goalpost padding made from impact absorbing foam is required (minimum 35mm thick, 2.5m high).
Playing surface	<ul style="list-style-type: none"> • Conduct a field check to identify and manage surface hazards. Clear the playing surface from loose items or debris. Do not participate on a surface that is slippery, unduly rough or chopped up. • Cover/fill playing surface hazards (e.g. sprinkler heads, holes) to be level with the surrounds.

Considerations	Control measures
Physical contact - Breaks/sprains etc, concussion, accidental 'bumping'	<ul style="list-style-type: none"> • Use headgear (recommended for activities involving collision). • Enforce rules to prevent rough play. Consult Play by the Rules (Conduct and Behaviour resources) and the AFL Junior Match Policy. • Do not allow students to return to play after injury until the injury has been managed according to established procedures. If in doubt, the student should not play until medically cleared. • See concussion protocols at the end of this document
Students	<ul style="list-style-type: none"> • Select students for on-field position(s) on the basis of ability, size and suitability. • Remove accessories (e.g. jewellery, lanyards) before participating. • Ensure fingernails, hair and clothing (e.g. pockets) do not interfere with the activity. • Mouthguards for activities when there is a high risk of contact.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants



Queensland Representative School Sport

Baseball + Softball

Softball rules - <https://www.softball.org.au/resources/official-playing-rules/>

Baseball rules - <http://www.mwbl.com.au/wp-content/uploads/2014/02/ABF-Baseball-Rules-6th-Edition-2012.pdf>

For **medium risk** activities:

At least 1 adult supervisor must be

- A registered teacher with current baseball and softball knowledge OR
- An adult supervisor working under the direct supervision of a registered teacher, with level 2 coaching accreditation from [Baseball Australia](#), [Softball Australia](#) or equivalent.

Facilities and equipment hazards	Control measures
Boundary clearance	<ul style="list-style-type: none"> • Use protective screens and a back net placed at a safe distance, where possible. • Establish an 8-metre safety zone around the playing area. If this cannot be achieved, consider ways of reducing risks, e.g. reducing the field size. • Ensure there are no sharp or rough edges (e.g. portable signage) facing the field of play. • Ensure playing fields do not have overlapping outfields. Where diamonds are placed parallel to each other, ensure there is a distance between the outfield on each diamond and between the dead ball lines. • Establish a designated warm-up area for batter practice, at least 10 metres from the catcher, and consider the dominant side for each batter (i.e. first base side for right-handed batters and third base side for left-handed batters). • Ensure all players warming-up a pitcher are fully dressed in catcher's equipment. • Position the batting team at least 10 metres back from either the first or third base line where possible and well clear of the catching area.
Fast moving objects	<ul style="list-style-type: none"> • Ensure that throwers are at least 5 metres apart during group instruction. • Position left and right-handed participants to ensure maximum player visibility.
Playing surface	<ul style="list-style-type: none"> • Conduct a field check to identify and manage surface hazards. Clear the playing surface from loose items or debris. Do not participate on a surface that is slippery, unduly rough or chopped up. • Cover/fill playing surface hazards (e.g. sprinkler heads, base pegs) to be level with the surrounds. • Use only rounded-over base pegs. Where possible, secure pegs under bases.

Considerations	Control measures
Students	<p>Implement safety protocols during play, including:</p> <ul style="list-style-type: none"> • Drop, not throw, the bat before running • When sliding is permitted (e.g. 2/3/home base only). Note: the batter/runner should run through first base on a single base hit and not slide or dive head first into first base • Remove dropped bat/tee as soon as possible • Consult with umpires and wait for permission to retrieve balls from other fields. • Players must wear enclosed footwear with smooth soles (e.g. sandshoes) or rubber cleats. • Players must wear a double ear-flap helmet while at bat and while running the bases. • Catchers must wear a protective cup (if appropriate), a catcher's protective helmet, face mask, chest protectors and leg guards while receiving a pitch. • Fielders should wear gloves appropriate to the activity.
Officials	<ul style="list-style-type: none"> • Umpires standing behind the catcher receiving a pitch must wear a catcher's protective helmet, face mask, chest protectors and leg guards. If the umpire is unable to wear the recommended personal protective equipment, they should stand behind the pitcher. • Base coaches must wear a protective helmet. • Coaches under the age of 18 must wear a double ear-flap helmet in the coaching box.



Queensland Representative School Sport

Basketball

FIBA Basketball rules - <https://www.fiba.basketball/basketball-rules>

For **medium risk** activities:

At least 1 adult supervisor must be

- A registered teacher with current basketball knowledge OR
- An adult supervisor, working under the direct supervision of a registered teacher, with current [club coach \(level one\)](#) accreditation from Basketball Queensland.

Facilities and equipment hazards	Control measures
Boundary clearance	<ul style="list-style-type: none"> • Establish a 2m safety zone around the playing area. If this cannot be achieved, consider ways of reducing risks e.g. reducing the field size, padding the obstacle. • Ensure there are no sharp or rough edges (e.g. portable signage) facing the field of play.
Faulty or dangerous equipment	<ul style="list-style-type: none"> • Check all hoops, backboards and support structures are fixed securely. • Use markers made from non-injurious material (e.g. cardboard, foam). • Check equipment for damage before and during the activity. • Check footwear before each match to ensure they provide sufficient protection for the feet. Look for non-slip soles, no buckles or zips and no sharp-edged soles.
Nets	<ul style="list-style-type: none"> • If any participant can reach the net, use only nylon nets. • If nets are used, they must be secured to avoid entanglement by: <ul style="list-style-type: none"> ○ having a semi-rigid upper section to check the ball momentarily as it passes through the basket ○ being no less than 400mm and no more than 450mm in length ○ having adequate loops to secure the ring.
Playing surface	<ul style="list-style-type: none"> • Conduct a field check to identify and manage surface hazards. Clear the playing surface from loose items or debris. Do not participate on a surface that is slippery, unduly rough or chopped up. • Cover/fill playing surface hazards (e.g. sprinkler heads, post holes) to be level with the surrounds.
Stray balls	<ul style="list-style-type: none"> • Implement protocols to manage stray balls (e.g. pause gameplay, wait for break in play for retrieval).
Facilities	<ul style="list-style-type: none"> • Department-owned facilities must comply with infrastructure safety for Basketball structures and Basketball equipment suppliers and installers e.g. warning sign specifications. (Departmental staff search "infrastructure safety basketball structures" in OnePortal).

Considerations	Control measures
Students	<ul style="list-style-type: none"> • Remove accessories (e.g. jewellery, lanyards) before participating. • Ensure fingernails, hair and clothing (e.g. pockets) do not interfere with the activity.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants

Queensland Representative School Sport

Cricket

Cricket Australia rules and regulations - <https://www.cricketaustralia.com.au/cricket/rules-and-regulations>

For **medium risk** activities:

At least 1 supervisor must be:

- An adult supervisor working as a registered teacher with current and competent cricket knowledge or
- an adult supervisor, working under the direct supervision of a registered teacher, with accreditation as a [community \(level 1\) coach](#) from Cricket Australia or similar.

Environmental hazards	Control measures
Playing surface	<ul style="list-style-type: none"> • Conduct a field check to identify and manage surface hazards. Check outfield and bowler run-up for loose items or debris. Do not participate on a surface that is slippery, unduly rough or chopped up. • Cover/fill playing surface hazards (e.g. sprinkler heads, holes) to be level.
Facilities and equipment hazards	Control measures
Boundary clearance	<ul style="list-style-type: none"> • Clearly define the playing and boundary areas, including a 3m boundary clearance from any object (e.g. fence, wall), prior to play commencing. • Clear the space between the boundary and the fence from trip hazards.
Equipment	<ul style="list-style-type: none"> • Equipment must be fit-for-purpose, sized to match the ability and strength of students and used in accordance with the manufacturer's instructions. • Bats must have correctly fitted, non-slip grips/binding. • Helmets, if worn, must have a faceguard that complies with the Australian Standard (AS/NZS4499: 1997 'Protective Headgear for Cricket').
Fast moving objects	<ul style="list-style-type: none"> • Position left and right-handed participants to ensure maximum player visibility.
Faulty or dangerous equipment	<ul style="list-style-type: none"> • Ensure protective netting, pitches and approaches are in good condition. • Remove hazards from the practice net area (e.g. broken glass, bags). • Use markers made from non-injurious material (e.g. cardboard, foam). • Check equipment for damage before and during the activity. • Do not use personal protective equipment with cracks, dents or damage.
Sharp objects	<ul style="list-style-type: none"> • Use stumps without metal tips or ragged ends.
Considerations	Control measures
Students	<ul style="list-style-type: none"> • All players must wear enclosed footwear. • Batters must wear a helmet and a protective cup (if appropriate). Additionally, cricket batters must wear leg pads and gloves. • Wicket-keepers must wear pads, gloves and a protective cup (if appropriate). A helmet must be worn when keeping up to the stumps. • In close fielders (fielding within 10m of the bat in arc from point to fine leg) must wear a helmet, protective cup (if appropriate) and shin pads.
Officials	<p>During the activity, all adult supervisors:</p> <ul style="list-style-type: none"> • must NOT permit players under 14 to field in close (within 10m of the bat in arc from point to fine leg) • must only allow 6 bowlers maximum per practice net.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants

Queensland Representative School Sport

Cross country

For **medium risk** activities:

At least 1 supervisor is required to be:

- an adult supervisor working as a registered teacher or
- an adult supervisor, working under the direct supervision of a registered teacher, with accreditation as a [level 2 recreational running coach](#) through Athletics Australia or equivalent.
- Specific roles for supervisors must include emergency and general supervision roles. Road/water crossings, course hazards and places where participants may go off-course must be directly supervised and controlled.
- A course organiser must be appointed to make risk, hazard and safety decisions specific to the course. The course organiser, in consultation with other adult supervisors:

Facilities and equipment hazards	Control measures
Hazardous equipment	<ul style="list-style-type: none"> • Course hazards must be clearly identified and marked around the course. When courses use public roads and/or shared paths, adhere to pedestrian safety tips. • The starting/staging area must have sufficient space to avoid trips/falls/pushing at start of event, and an adequate straight section to spread the field of athletes. • Water must be available at the start and finish area. • Use course markers made from non-injurious material. • Consider alternatives to hammer cap starting pistols (e.g. electronic starting pistol, gas powered horn, whistle, portable PA system). • Starter pistol caps, <i>if used</i>, must be used in accordance with the Explosives Safety Alert issued by the Resources Safety and Health Queensland and follow the recent update by the Department of Education - https://education.qld.gov.au/initiativesstrategies/Documents/fact-sheet-starting-pistols-caps.pdf. That is, the caps must: <ul style="list-style-type: none"> ○ be carried in a rigid container and never carried loose in pocket or hand ○ be limited to the immediate number required ○ avoid exposure to high temperatures ○ avoid conditions where impact or abrasion may occur. ○ be loaded into the starter pistol only when it is about to be used. ○ Wear hearing protection when using any starting pistol or air horn.
The intended course must:	<ul style="list-style-type: none"> • avoid running on public roads, where possible • provide access to emergency vehicles • is well-defined and clearly marked on both sides • is clear of obstacles and spectators.

Student consideration	Control measures
Collision	<ul style="list-style-type: none"> • Ensure participants are sufficiently spaced at the start to avoid collisions. • Keep non-participants clear of the running course.
Students	<ul style="list-style-type: none"> • Ensure students have undertaken sufficient training before competing. • Implement procedures (e.g. roll marking mechanisms) to prevent separation from the group when participating off site
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants

Queensland Representative School Sport

Football

Football Australia Laws of the Game - <https://digitalhub.fifa.com/m/1cf301829f1cf996/original/ifab-laws-of-the-game-2020-21.pdf>

For **medium risk** activities:

At least 1 supervisor is required to be:

- An adult supervisor working as a registered teacher with current and competent football knowledge or
- an adult supervisor, working under the direct supervision of a registered teacher, with [community coach accreditation](#) from [Football Federation Australia](#), or similar, appropriate to the activity and age of participants.

Facilities and equipment hazards	Control measures
Boundary clearance	<ul style="list-style-type: none"> • Establish a 3m safety zone around the playing area. If this cannot be achieved, consider ways of reducing risks (e.g. reducing the field size, padding the obstacle). • Ensure there are no sharp or rough edges (e.g. portable signage) facing the field of play.
Faulty or dangerous equipment	<ul style="list-style-type: none"> • Check all goals and support structures are fixed securely. • Use markers made from non-injurious material (e.g. cardboard, foam). • Check equipment for damage before and during the activity. • Check footwear before each match to ensure they provide sufficient protection for the feet. Look for non-slip soles, no buckles or zips, no loose, sharp-edged or excessively worn studs and no sharp-edged soles. • Use footballs appropriate to the age of the participants e.g. 8 years and under = size 3 (junior), 9 - 13 years = size 4 (youth), 14 years and over = size 5 (adult). • Discard balls that have lifted panels, protruding inflation points, loose or broken stitching, or are out of shape. • Store portable goalposts securely when not in use.
Stray balls	<ul style="list-style-type: none"> • Implement protocols to manage stray balls (e.g. pause gameplay, wait for break in play for retrieval).

Considerations	Control measures
Physical contact Breaks/sprains etc Concussion Accidental "bumping"	<ul style="list-style-type: none"> • Enforce rules to prevent rough play. Consult play by the rules (conduct and behaviour resources). • Manage injuries according to established procedures. If in doubt, do not allow students to return to play after injury until medically cleared.
Students	<ul style="list-style-type: none"> • Remove accessories (e.g. jewellery, lanyards) before participating. • Ensure fingernails, hair and clothing (e.g. pockets, hard brim hats) do not interfere with the activity. • Encourage participants to wear mouthguards for activities when there is a risk of mouth injury. • Allow goalkeepers to defend their goal against only one ball at a time.
Officials	<ul style="list-style-type: none"> • a registered teacher with competence (knowledge and skills) in refereeing football (soccer) or an adult supervisor, working under the direct supervision of a registered teacher, with current registration as a community referee from Football Federation Australia, or similar, appropriate to the activity and age of participants • if assistant referees are not available, each school should provide competent officials (such as parents with knowledge and skills) to fulfil these roles.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants



Queensland Representative School Sport

Golf

Golf rules of the game - <https://www.golf.org.au/rulesofgolf/>

For **medium risk** activities:

During the activity, all supervisors are:

- an adult supervisor working as a registered teacher with current and competent knowledge of golf or
- An adult supervisor, working under the direct supervision of a registered teacher, with accreditation as a [Community Instructor](#) with Golf Australia or
- An adult supervisor, working under the direct supervision of a registered teacher, with professional golf status or in the third year of a professional golf traineeship.

Facilities and equipment hazards	Control measures
Boundary clearance	<ul style="list-style-type: none"> • Establish a safety zone around the hitting area. If this cannot be achieved, consider ways of reducing risks (e.g. removing spectators).
Fast moving objects	<ul style="list-style-type: none"> • Position left and right-handed participants to ensure maximum player visibility (e.g. left-handed participants on the left side of the practice line to avoid slice ball path). <p>Use rubber training balls on school-based courses.</p>
Faculty or dangerous equipment	<ul style="list-style-type: none"> • Check equipment for damage before and during the activity. Do not use clubs with smooth grips, loose heads or shaft irregularities
Playing surface	<ul style="list-style-type: none"> • Conduct a field check to identify and manage surface hazards (e.g. divots). • For hitting range skill development, this would be a clearly defined activity area that: <ul style="list-style-type: none"> ○ is approximately 120m wide and 250m long ○ is clear from buildings, pedestrians and other activities ○ allows for 4m of clear space between hitters. • Equipment must be fit-for purpose, sized to match the ability and strength for students and used in accordance with the manufacturer's instructions.

Considerations	Control measures
Students	<p>Implement safety protocols during play including:</p> <ul style="list-style-type: none"> • safety signals (e.g. whistle commands to "start hitting", "cease hitting" and "retrieve balls") • safe hitting techniques (e.g. be aware of others on the course, hit toward a designated target area) • safe ball retrieval (e.g. retrieve all balls at the same time, leave clubs in hitting area during retrieval) • blind spots.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants

Queensland Representative School Sport

Hockey

Field Hockey Rules of the Game - <https://hockey.org.au/rules-of-hockey/>

For **high risk** activities:

During the activity, all supervisors are:

- an adult supervisor working as a registered teacher with current and competent knowledge of hockey or
- an adult supervisor, working under the direct supervision of a registered teacher, with [level 1 coach accreditation](#) from Hockey Australia for the current season.

Facilities and equipment hazards	Control measures
Boundary clearance	<ul style="list-style-type: none"> • Establish a 5m clearance zone around the playing area (1m along the side lines and 2m behind the goal lines). If this cannot be achieved, consider ways of reducing risks e.g. reducing the field size, padding the obstacle. • Surround synthetic pitches with a barrier (e.g. fence).
Fast moving objects Balls	<ul style="list-style-type: none"> • Use nets when hitting at goal. Consider chain-link mesh safety screen behind each goal and wherever balls are most likely to leave the playing area at speed. • Consider gloves, masks and protectors for short corner plays. • Goalkeepers wear masks (recommended) for corner plays. • Goalkeepers only be delivered to defend one ball at a time during skills practice. • Stop play to retrieve balls during skills practice. • Closely monitor wet field play (e.g. to prevent undercutting).
Faulty or dangerous equipment	<ul style="list-style-type: none"> • Use markers made from non-injurious material (e.g. cardboard, foam). • Check equipment for damage before and during the activity. • Check footwear before each match to ensure they provide sufficient protection for the feet. Look for non-slip soles, no buckles or zips, no loose, sharp-edged or excessively worn studs and no sharp-edged soles. • Check the method of fixing nets to the goal-posts and cross-bar is secure and safe. Metal cup-hooks should not be used and any spring hooks should have screw caps.
Playing surface	<ul style="list-style-type: none"> • Playing area orientated as close as possible to north-south. • Cover/fill playing surface hazards (e.g. sprinkler heads, holes) to be level with the surrounds.
Student considerations	Control measures
Physical contact Breaks/sprains etc Concussion Accidental bumping	<ul style="list-style-type: none"> • Use headgear (recommended for activities involving collision). • Enforce rules to prevent rough play. Consult play by the rules (conduct and behaviour resources). • Do not allow students to return to play after injury until the injury has been managed according to established procedures. If in doubt, the student should not play until medically cleared.
Students	<ul style="list-style-type: none"> • Shin pads for all players. • Goalkeeper protection includes headgear (helmet with face mask, throat protector), leg protection (leg guards, kickers, leg and foot pads) torso protection (chest, groin/pelvic protectors) and gloves. • Mouthguards for activities when there is a high risk of contact. • Mouthguards are not required when wearing face masks. For further information, consult the International Hockey Federation (FIH) Rules of Hockey.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants

Queensland Representative School Sport

Netball

Netball Australia Rules of the Game - https://netball.com.au/sites/default/files/2020-01/INF_NETBALL%20RULE%20BOOK%20MANUAL%202020.pdf

For **medium risk** activities:

During the activity, all supervisors are:

- an adult supervisor working as a registered teacher with current and competent knowledge of netball or
- an adult supervisor, working under the direct supervision of a registered teacher, with Foundation Coach accreditation from [Netball Queensland](#) or similar.

Facilities and equipment hazards	Control measures
Boundary clearance	<ul style="list-style-type: none"> • Establish a 3.05 metre safety zone around the playing area. If this cannot be achieved, consider ways of reducing risks (e.g. reducing the field size, padding the obstacle). • Ensure there are no sharp or rough edges (e.g. portable signage) facing the field of play.
Faulty or dangerous equipment	<ul style="list-style-type: none"> • Check all goal posts have rounded edges and are fixed securely. • Check all rings and nets are fixed securely. • Fit-for purpose, full length post padding made from impact absorbing foam. • Portable goal posts, if used, fitted securely into sleeves. • Fit-for-purpose netballs appropriate to the age of the participants (e.g. 9 years and under = size 4, 10 years and over = size 5).
Stray balls	<ul style="list-style-type: none"> • Implement protocols to manage stray balls (e.g. pause gameplay, wait for break in play for retrieval).

Considerations	Control measures
Physical contact Breaks/sprains etc concussion, accidental bumping	<ul style="list-style-type: none"> • Enforce rules to prevent rough play. Consult Play by the Rules (conduct and behaviour resources). • Manage injuries according to established procedures. If in doubt, do not allow students to return to play after injury until medically cleared.
Students	<ul style="list-style-type: none"> • Remove accessories (e.g. jewellery, lanyards) before participating. • Ensure fingernails, hair and clothing (e.g. pockets, bibs, shoelaces) do not interfere with the activity.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants



Queensland Representative School Sport

Rugby league

Competition rules and procedures with additional or more stringent safety requirements must take precedence. Schools must consult [NRL coaches handbooks](#) for age-appropriate activities.

For high risk activities:

During the activity, all supervisors are:

- At least 1 adult supervisor is required to be a registered teacher with current and competent knowledge of rugby league, or
- Other adult supervisor working under the direct supervision of a registered teacher, with [NRL Community coach accreditation/s](#) for the current season appropriate to participant age group/s.
- Qualified coaches and officials must be in control of competition games.
- Referees must have [NRL referee accreditation](#) for the current season. Note: Any registered referee who is currently a student of a participating school must not be appointed to referee an unmodified game.
- If Touch judges are not provided by the Referees' Association, each school should provide competent officials (such as parents with knowledge and skills) to fulfil these roles.

Facilities and equipment hazards	Control measures
Boundary clearance	<ul style="list-style-type: none"> • Establish a 3 metre safety zone around the playing area. If this cannot be achieved, consider ways of reducing risks (e.g. reducing the field size, padding the obstacle). • Ensure there are no sharp or rough edges (e.g. portable signage) facing the field of play.
Faulty or dangerous equipment	<ul style="list-style-type: none"> • Fit-for-purpose goalpost padding made from impact absorbing foam is required. • Use corner flags and markers made from non-injurious material (e.g. cardboard, foam). • Check equipment for damage before and during the activity. • Check footwear before each match to ensure they provide sufficient protection for the feet. Look for non-slip soles, no buckles or zips, no loose, sharp-edged or excessively worn studs and no sharp-edged soles.
Playing surface	<ul style="list-style-type: none"> • Conduct a field check to identify and manage surface hazards. Clear the playing surface from loose items or debris. Do not participate on a surface that is slippery, unduly rough or chopped up. • Cover/fill playing surface hazards (e.g. sprinkler heads, holes) to be level with the surrounds.

Considerations	Control measures
Physical contact Breaks/sprains etc, concussion, accidental bumping	<ul style="list-style-type: none"> • Use body padding and headgear (recommended for activities involving collision). • Enforce rules to prevent rough play. Consult Play by the Rules (conduct and behaviour resources) and the NRL Safeplay Code. • Manage injuries according to established procedures. If in doubt, do not allow students to return to play after injury until medically cleared.
Students	<ul style="list-style-type: none"> • Choose team members with an age difference of no greater than 2 years, as per the Queensland Rugby League age groups. • Remove accessories (e.g. jewellery, lanyards) before participating. • Ensure fingernails, hair and clothing (e.g. support strapping) do not interfere with the activity. • Mouthguards for activities when there is a high risk of contact.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants

Queensland Representative School Sport

Rugby union/Rugby 7s

Competition rules and procedures with additional or more stringent safety requirements must take precedence. See [Rugby Australia's safety and welfare codes and policies](#).

Schools must consult [Rugby Australia's age grade dispensation](#) for age-appropriate activities and position-specific requirements.

For high risk activities:

During the activity, all supervisors are:

- At least 1 adult supervisor is required to be a registered teacher with current and competent knowledge of rugby union, or
- Other adult supervisor working under the direct supervision of a registered teacher, successful completion of the [Coaching Kids Rugby](#) or [Foundation \(Coach\) certificate course](#) (appropriate to the age of participants) provided by Rugby Australia.
- Qualified coaches and officials must be in control of competition games - All coaches and referees must have [Smart Rugby accreditation](#) for the current season.
- Referees must have [Refereeing Kids Rugby](#) or [Foundation \(Referee\)](#) certificate course (appropriate to the age of participants) for the current season. Note: Any registered referee who is currently a student of a participating school must not be appointed to referee an unmodified game.
- If assistant referees are not provided, each school should provide competent officials (such as parents with knowledge and skills) to fulfil these roles.

Facilities and equipment hazards	Control measures
Boundary clearance	<ul style="list-style-type: none"> • Establish a 5 metre safety zone around the playing area. If this cannot be achieved, consider ways of reducing risks (e.g. reducing the field size, padding the obstacle). • Ensure there are no sharp or rough edges (e.g. portable signage) facing the field of play.
Faulty or dangerous equipment	<ul style="list-style-type: none"> • Use corner flags and markers made from non-injurious material (e.g. cardboard, foam). • Check footwear before each match to ensure they provide sufficient protection for the feet. Look for non-slip soles, no buckles or zips, no metal studs, no loose, sharp-edged or excessively worn studs and no sharp-edged soles.
Playing surface	<ul style="list-style-type: none"> • Fit-for-purpose goalpost padding made from impact absorbing foam is required. • Conduct a field check to identify and manage surface hazards. Clear the playing surface from loose items or debris. Do not participate on a surface that is slippery, unduly rough or chopped up. • Cover/fill playing surface hazards (e.g. sprinkler heads, holes) to be level with the surrounds.

Considerations	Control measures
Physical contact Breaks/sprains, etc, concussion, accidental bumping	<ul style="list-style-type: none"> • Use only approved World Rugby body padding and headgear (recommended for activities involving collision). • Enforce rugby laws to prevent rough play. Consult Play by the Rules (conduct and behaviour resources). • Manage injuries according to established procedures. If in doubt, do not allow students to return to play after injury until medically cleared.
Students	<ul style="list-style-type: none"> • Choose team members with an age difference of no greater than 2 years, as per the Rugby Australia age dispensation procedure. • Remove accessories (e.g. jewellery, lanyards) before participating. • Ensure fingernails, hair and clothing (e.g. pockets) do not interfere with the activity. • Mouthguards for activities when there is a high risk of contact.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants

Queensland Representative School Sport

Squash

Squash Rules and laws of the game - <https://www.squash.org.au/w/community/coaching/coaching-resources>

For medium risk activities:

At least 1 adult supervisor is required to be:

- an adult supervisor working as a registered teacher with current and competent knowledge of squash or
- an adult supervisor with [Foundation Coach accreditation](#), with Squash Australia.

Facilities and equipment hazards	Control measures
Playing surface	<ul style="list-style-type: none"> • Conduct a field check to identify and manage surface hazards. Clear (e.g. sweep and mop) the playing surface from loose items, sweat or debris. Do not participate on a slippery surface. • Cover/fill playing surface hazards (e.g. sprinkler heads, holes) to be level with the surrounds.
Trip hazards	<ul style="list-style-type: none"> • Do not allow hazards (e.g. spectators, chairs, bags) on the court while play is in progress. • Do not allow balls or water bottles to remain on the court during play. • Implement safety protocols to manage stray balls (e.g. calling a 'let' to break play). • Do not flick balls off the floor using a racquet.
Equipment	<ul style="list-style-type: none"> • Equipment (e.g. squash balls) must be sized to match the ability and strength of students. • All equipment must be used in accordance with the manufacturer's instructions. • Racquets must have sufficient non-slip taping/grips in good condition.

Considerations	Control measures
Collision	<ul style="list-style-type: none"> • Avoid collision and accidental contact with racquet during practice. Adjust the player numbers or players' relative positions with their racquets. • Position left and right-handed participants safely during instruction (e.g. left-handed participants on the right of the group for backhand skills practice).
Spectacles	<ul style="list-style-type: none"> • Do not allow spectacles made of glass to be worn, unless adequate measures to prevent breakage are taken.
Students	<ul style="list-style-type: none"> • Remove accessories (e.g. jewellery, lanyards) before participating. • Ensure fingernails, hair and clothing (e.g. pockets) do not interfere with the activity. • Wear light-coloured clothing to aid ball visibility. <p>Do not allow inexperienced players to play doubles. Closely supervise experienced players when playing doubles.</p>
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants

Queensland Representative School Sport

Surfing

For high risk activities:

At least 1 adult supervisor is required to be:

- a registered teacher with foundation coach accreditation from [Surfing Queensland](#) or [Surf Life Saving Queensland](#); or
- an adult supervisor, working as a registered teacher with current and competent knowledge of surfing or
- an adult supervisor with development coach accreditation from [Surfing Queensland](#) or [Surf Life Saving Queensland](#).

Assessing the risks:

- Prior consultation is required with local authority (e.g. Surf Life Saving Queensland, lifeguard service, [marine park managers](#)) for local advice, emergency support mechanisms and additional supervision requirements
- Do not surf if the forecast wave and swell if the location exceeds the level of competence of participants.
- Note: Lifeguard services are not considered as supervisors of the activity

During the activity, all adult supervisors:

- must ensure all students in the water are in sight of at least 1 adult supervisor at all times
- must not allow free-swim/surf activities
- must continually monitor emerging surfing conditions (e.g. rips, sweeps, currents, undertows)
- consider using a whistle for command signalling.

Facilities and equipment hazards	Control measures
Damaged or faulty equipment	<ul style="list-style-type: none"> • Check equipment (e.g. boards, leg ropes) for damage and correct fit before/during the activity. • Provide initial instruction in calm water. • Clean and store all equipment safely and securely when not in use.
Entry/exit points	<ul style="list-style-type: none"> • Use the designated board riding areas when conducting the activity on patrolled beaches. • Establish appropriate entry and exit points at the water's edge.
Vehicles	<ul style="list-style-type: none"> • Watch for vehicles when loading boards.
Falling equipment	<ul style="list-style-type: none"> • Tie down and store boards correctly to prevent injury (e.g. when loading/unloading).
Considerations	Control measures
Location	Consider local water and surf conditions and foreseeable hazards such as: <ul style="list-style-type: none"> • tidal flow and currents • use by other watercraft and traffic patterns • water temperature, depth and visibility including underwater hazards (e.g. rocks, reef) and dangerous marine organisms. • Provide a clearly defined surfing area of an appropriate depth considering student age/ability. • Depending on the location, rope floats or anchored buoys linked with ropes may be used
Physical contact	<ul style="list-style-type: none"> • Use soft boards and leg ropes for beginners and use nose-cones on boards. • Match equipment to the size, ability and strength of students (e.g. consider use of short and long boards appropriate to experience of surfer and the location).
Students	<ul style="list-style-type: none"> • Implement procedures (e.g. surfer's out/in logbook) to account for all participants. • Limit the number of students in the water when close supervision is required • Each student must provide their own towel. • If privately owned equipment is being used, obtain principal approval and owner consent/insurance details prior to the activity.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants



Queensland Representative School Sport

Swimming

For high risk activities:

During the activity:

- At least 2 adult supervisors are required. an adult supervisor with accreditation as a [development coach](#) with Swimming Australia.
- At least 1 adult supervisor is required to have a current water safety and swimming teacher qualification from a registered training organisation (RTO) or governing sporting body, e.g. [AUSTSWIM](#).
- Supervision ratios are determined in consultation with the swim teaching class ratios [from the Australian Swimming Coaches and Teachers Association](#). In some instances, the supervision ratio may be 1:1.

Supervisors *may* have:

- a water safety and swimming instructor qualification from an RTO governing sporting body. covering [SISCAQU002 – Perform basic water rescues](#) unit of competency.
- a current bronze medallion appropriate to the activity environment.

Facilities and equipment hazards	Control measures
Activity location	<ul style="list-style-type: none"> • Venue with appropriate toilet and change facilities, accessible to students with disability as required. Consult the health and safety checklist – swimming pools (DOCX, 357KB) for guidance in identifying hazards. • A clearly defined swimming area (e.g. using lane markers) of an appropriate depth considering student age and ability. Consult the water safety and swimming education program for guidance at each year/band level.
Electricity Electrocution	<p>If power is required on the pool deck:</p> <ul style="list-style-type: none"> • use portable safety switches where there are no residual current devices installed. • use battery powered or non-powered equipment.
Instructional aids	<ul style="list-style-type: none"> • Check instructional aids (e.g. kickboards, water noodles) for damage before and during the activity. • If used, lifejackets and/or personal flotation devices that are fit for purpose and appropriate to students' size and weight (e.g. conforming to Australian Standards AS 4758). • A working emergency signal (e.g. whistle, air horn) must be readily available.

Considerations	Control measures
Deep water Risk of drowning, submersion	<ul style="list-style-type: none"> • Only allow competent swimmers to swim underwater. Restrict underwater swimming to short-duration activities under close supervision. Note: the water safety and swimming education program begins using breaststroke approach to swim down and touch bottom in the year 3 and 4 band.
Students	<ul style="list-style-type: none"> • Ensure students with health conditions participate in an easy access area. • Wear swimming caps if hair poses a hazard. • Remove accessories (e.g. jewellery, lanyards) before participating. • Encourage participants to take a full/deep breath before submerging. • Each student must provide their own towel.
Water entry	<ul style="list-style-type: none"> • Closely monitor all dive entries. All pool deck dive entries to be closely supervised.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants

Queensland Representative School Sport

Tennis

Tennis Rules of the Game - https://www.tennis.com.au/wp-content/uploads/2021/12/2022-Australian-Competitive-Play-Junior-Regulations_V2.pdf

For medium risk activities:

At least 1 adult supervisor is required to be:

- a registered teacher with qualifications in HPE (or equivalent demonstrated capability) and with competence (knowledge and skills) in teaching tennis, or
- an adult supervisor, working under the direct supervision of a registered teacher, with [coaching qualifications with Tennis Australia](#) or similar.

Facilities and equipment hazards	Control measures
Boundary clearance	<ul style="list-style-type: none"> • Establish clearance zone around the playing area. Tennis Australia recommend a minimum clearance of 3.66-metres between unfenced courts, 5.48-metres at back of courts and 3.05-metres at the side of the court to the fence. • If this cannot be achieved, consider ways of reducing risks, e.g. reducing the playing area, padding obstacles. • Close tennis court gates during activities. • An enclosed playing area/court.
Electricity	<ul style="list-style-type: none"> • If a power is required, ensure electrical or extension leads do not pose a tripping hazard.
Faulty or dangerous equipment	<ul style="list-style-type: none"> • Use markers made from non-injurious material (e.g. cardboard, foam). • Check equipment for damage before and during the activity. • Lock portable roll nets in place. • Change ends by walking around the net post, not by going over or under the net.
Umpire stand	<ul style="list-style-type: none"> • Position the umpire's stand well clear of the net winder, preferably at the opposite side of the court. • Instruct students to take care when climbing the umpire's stand, especially with damp soles.
Playing surface	<ul style="list-style-type: none"> • Conduct a field check to identify and manage surface hazards. Clear the playing surface from loose items or debris. Do not participate on a surface that is slippery, unduly rough or chopped up. • Cover/fill playing surface hazards (e.g. holes) to be level with the surrounds.
Stray equipment	<ul style="list-style-type: none"> • Do not allow balls to remain on the court during play. • Implement safety protocols to manage stray balls (e.g. calling a 'let' or waiting for a break in play to retrieve balls from other court areas).

Considerations	Control measures
Physical contact Accidental 'bumping'	<ul style="list-style-type: none"> • Adjust the number of students, or their relative positions with their racquets, to avoid collision during practice. • Position left and right-handed participants to ensure they face the instructor. • Pair same-handed participants on the same side of the net during play where possible.
Students	<ul style="list-style-type: none"> • Remove accessories (e.g. jewellery, lanyards) before participating. • Ensure fingernails, hair and clothing (e.g. pockets) do not interfere with the activity.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants

Queensland Representative School Sport

Touch football

Touch Football rules of the game - <https://tfa-cms.nrl.digital/media/4424/tfa-8th-edition-rulebook-a5-v6.pdf>

For medium risk activities:

At least 1 adult supervisor is required to be:

- a registered teacher with qualifications in HPE (or equivalent demonstrated capability) and with competence (knowledge and skills) in teaching touch football, or
- an adult supervisor, working under the direct supervision of a registered teacher, with [Foundation coaching accreditation](#) from Touch Football Australia or similar.

Facilities and equipment hazards	Control measures
Boundary clearance	<ul style="list-style-type: none"> • Establish a safety zone around the playing area. If this cannot be achieved, consider ways of reducing risks (e.g. reducing the field size, padding the obstacle). • Ensure there are no sharp or rough edges (e.g. portable signage) facing the field of play.
Faulty or dangerous equipment	<ul style="list-style-type: none"> • Use markers made from non-injurious material (e.g. cardboard, foam). • Check footwear before each match to ensure they provide sufficient protection for the feet. Look for non-slip soles, no buckles or zips and no screw-in studs and no sharp-edged soles. • Shoes with screw-in studs must not be worn by any participant.
Playing surface	<ul style="list-style-type: none"> • Conduct a field check to identify and manage surface hazards. Clear the playing surface from loose items or debris. Do not participate on a surface that is slippery, unduly rough or chopped up. • Cover/fill playing surface hazards (e.g. sprinkler heads, post holes) to be level with the surrounds.
Stray balls	<ul style="list-style-type: none"> • Implement protocols to manage stray balls e.g. pause gameplay, wait for break in play for retrieval.

Considerations	Control measures
Physical contact Breaks/sprains etc, concussion, accidental 'bumping'	<ul style="list-style-type: none"> • Enforce rules to prevent rough play. Consult Play by the Rules (conduct and behaviour resources). • Manage injuries according to established procedures. If in doubt, do not allow students to return to play after injury until medically cleared.
Students	<ul style="list-style-type: none"> • Remove accessories (e.g. jewellery, lanyards) before participating. • Ensure fingernails, hair and clothing (e.g. pockets) do not interfere with the activity.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants

Queensland Representative School Sport

Track and field - running

For medium risk activities:

At least 1 adult supervisor is required to be:

- a registered teacher with competence (knowledge and skills) in teaching track running; or
- an adult supervisor, working under the direct supervision of a registered teacher, with current [Level 1 Community Athletics Coach accreditation](#) from Athletics Australia (or equivalent).

Facilities and equipment hazards	Control measures
Faulty or dangerous equipment	<ul style="list-style-type: none"> • Use only regulation-size relay batons made from lightweight material (e.g. aluminium, plastic).
Hazardous equipment	<ul style="list-style-type: none"> • Consider alternatives to hammer cap starting pistols (e.g. electronic starting pistol, gas powered horn, whistle, portable PA system). • Starter pistol caps, if used, must be used in accordance with the explosives safety alert issued by the Department of Natural Resources, Mines and Energy and follow the recent update by the Department of Education - https://education.qld.gov.au/initiativesstrategies/Documents/fact-sheet-starting-pistols-caps.pdf. That is, the caps must: <ul style="list-style-type: none"> ○ be carried in a rigid container and never carried loose in pocket or hand ○ be limited to the immediate number required ○ avoid exposure to high temperatures ○ avoid conditions where impact or abrasion may occur. • Wear hearing protection when using any starting pistol or air horn. • Load caps into the starter pistol only when it is about to be used. Use course markers made from non-injurious material.
Running surface	<ul style="list-style-type: none"> • Conduct a field check to identify and manage surface hazards.. • Cover/fill surface hazards (e.g. sprinkler heads) to be level with the surrounds. • Wear footwear appropriate to the running surface. Follow venue requirements.
Sharp implements or objects	<ul style="list-style-type: none"> • Spikes are not to be worn when learning baton changing skills. • Remove starting blocks immediately after the start of circular events to ensure they do not pose a hazard to runners at the finish of the event.
Tools or equipment	<ul style="list-style-type: none"> • Do not use finishing tapes in sprint activities. • When hurdling: <ul style="list-style-type: none"> ○ use lightweight hurdles for beginners and primary school participants. Place weights at the base that allow safe tipping during competition ○ set hurdle heights and spacings to facilitate skill levels and correct technique ○ ensure the hurdles are facing in the correct direction.
Considerations	Control measures
Collision	<ul style="list-style-type: none"> • Ensure participants are sufficiently spaced for non-laned events to avoid collisions or spike injuries. • Supervise relay changeovers to ensure runners stay in their lane during/after baton changes • Keep non-participants clear of the running track.
Students	<ul style="list-style-type: none"> • Participants must wear personal protective equipment appropriate to the activity (e.g. enclosed footwear appropriate to the running surface). Consult the Little Athletics competition handbook (section 3.1) for advice on the use of spikes. Ensure spikes, if worn, are no longer than 7mm (synthetic surface) or 12mm (grass surface) per the Little Athletics competition handbook.
Visibility	<ul style="list-style-type: none"> • Ensure staff can easily recognise those students with health support needs and are familiar with their needs.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants



Queensland Representative School Sport

Track and field - Javelin

For high risk activities:

During the activity, supervisors:

- Are a registered teacher with qualifications in HPE and competence in teaching javelin or
- Are an adult supervisor, working under the direct supervision of a registered teacher, with current [Level 2 Club Coach accreditation](#) from Athletics Australia.
- Monitor approach, throwing and landing areas. Participants must not throw until these areas are clear.
- ensure throwing occurs in one direction only
- must not allow return throwing.
- must develop and employ a process for:
 - clear command signalling (e.g. whistle, call thrower names)
 - ensuring no participant is in direct line of a throw (e.g. all participants on non-throwing side during a throw, participants throw down the line then move back 2 metres at the conclusion of their throw)

Facilities and equipment hazards	Control measures
Boundary clearance	<ul style="list-style-type: none"> • Position throwers at least 5 metres apart during group instruction. • Position non-throwers at least 10 metres behind the marked approach. Mark exclusion zones. • Clearly defined approach, throwing and landing areas. • Clearly defined runway and landing sector that extends beyond the ability of the group. Consult World Athletics technical information - manuals and guidelines (see competition and technical rules, TR32-Rule 187) for support. • An exclusion zone defined with a broken line 10 metres outside the sector line and parallel to it. Additionally place highly visible markers on top of the broken line.
Fast moving objects Javelin	<ul style="list-style-type: none"> • Position left-handed throwers on the left side of the group during group instruction. • Instruct participants to check the throwing and landing areas are clear before commencing. • Implement a safe throwing procedure to ensure throwing occurs in one direction only. • Implement a safe retrieval procedure to prevent return throwing. • Homemade javelins are prohibited
Faulty or dangerous equipment	<ul style="list-style-type: none"> • Carry sharp point javelins safely. Instruct students to: <ul style="list-style-type: none"> ○ carry javelins vertically by the grip with tail up, except when the thrower has entered the approach area and is preparing to throw ○ pull javelins from the ground by placing one hand over the tail end of the javelin. ○ pick up a javelin lying flat on the ground by placing one hand over the tip of the tail. Keep this hand in place until the tail is raised above head height as the javelin is lifted into the vertical position. ○ never run with a sharp point javelin, except when preparing to throw.
Playing surface	<ul style="list-style-type: none"> • Clear the approach and throwing areas from loose items or debris. Do not participate on a slippery surface.
Considerations	Control measures
Manual handling	<ul style="list-style-type: none"> • Implement a safe procedure to transport javelins point down. • Consider using a whistle for command signalling.
Students	<ul style="list-style-type: none"> • Provide specific safety induction for students wearing spikes. • Remove accessories (e.g. jewellery, lanyards) and check hazard (hair) before participating. • Monitor and enforce the correct approach, throw and retrieval safety procedures. • Practise the run-up without a javelin, staying well clear of throwing and exclusion zones.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants



Queensland Representative School Sport

Track and field - Discus

For high risk activities:

During the activity, all adult supervisors are:

- a registered teacher with qualifications in Physical Education (or equivalent demonstrated capability) and competence (knowledge and skills) in teaching discus or
- an adult supervisor, working under the direct supervision of a registered teacher, with current [Level 2 Club Coach accreditation](#) from Athletics Australia.
- must closely monitor approach, throwing and landing areas at all times. Participants must not throw until these areas are clear.
- must confine throwing to occur in one direction only
- must not allow return throwing.
- must develop and employ a process for:
 - clear command signalling (e.g. whistle, call thrower names)
 - ensuring no participant is in direct line of a throw (e.g. all participants on non-throwing side during a throw, participants throw down the line then move back 2 metres at the conclusion of their throw)

Facilities and equipment hazards	Control measures
Boundary clearance	<ul style="list-style-type: none"> • During group instruction, position throwers at least 5 metres apart and ensure no participant is in direct line of a throw. • Mark a throwers line and a non-throwers line at least 10 metres apart. Only participants in the current throwing group are permitted forward of the non-throwers line. • Protective cages must be used when discus activities occur simultaneously with other events in the field of play. Cage requirements are found at World Athletics technical information - manuals and guidelines (see competition and technical rules, TR35-Rule 190).
Fast moving objects Discus	<ul style="list-style-type: none"> • Position left-handed throwers on the left side of the group during group instruction. • Instruct participants to check the throwing and landing areas are clear before commencing • When using the turning throw technique: <ul style="list-style-type: none"> ○ undertake group instruction to practise without a discus or with modified equipment ○ use protective cages or improvised barriers (e.g. fence, nets) to undertake individual instruction with a regular discus. If cages/barriers are unavailable locate all other participants/spectators at least 15 metres directly behind the throwing area ○ allow only one participant to throw at a time.
Faulty or dangerous equipment	<ul style="list-style-type: none"> • Check equipment for damage before and during the activity (e.g. cracked/worn/loose rims or loose centre screws). Withdraw any damaged equipment from use.
Throwing surface	<ul style="list-style-type: none"> • Conduct a field check to identify and manage surface hazards. • Perform turning throws on a firm surface only, preferably concrete.

Considerations	Control measures
Students	<ul style="list-style-type: none"> • Remove accessories (e.g. jewellery, lanyards) before participating. • Ensure fingernails and hair and clothing (e.g. pockets, loose shirts) do not interfere with the activity. • Monitor and enforce the correct approach, throw and retrieval safety procedures. • Practise the turning throw technique without a discus or using a soft, flexible discus.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants

Queensland Representative School Sport

Track and field - Shot put

For medium risk activities:

During the activity, all adult supervisors are:

- a registered teacher with qualifications in Physical Education (or equivalent demonstrated capability) and competence (knowledge and skills) in teaching shot put or
- an adult supervisor, working under the direct supervision of a registered teacher, with current [Level 2 Club Coach accreditation](#) from Athletics Australia.
- must closely monitor approach, throwing and landing areas at all times. Participants must not throw until these areas are clear.
- must confine throwing to occur in one direction only
- must not allow return throwing.
- must develop and employ a process for:
 - clear command signalling (e.g. whistle, call thrower names)
 - ensuring no participant is in direct line of a throw (e.g. all participants on non-throwing side during a throw, participants throw down the line then move back 2 metres at the conclusion of their throw)

Facilities and equipment hazards	Control measures
Fast moving objects Shot put	<ul style="list-style-type: none"> • Position throwers at least 3 metres apart during group instruction using a linear throw technique with a regular shot. • Position non-throwers at least 5 metres behind the throwing area. Mark exclusion zones clearly. • Position left-handed throwers on the left side of the group during group instruction. • Instruct participants to check the throwing and landing areas are clear before commencing preparation to throw. • When using the rotational technique: <ul style="list-style-type: none"> ○ undertake group instruction to practise without a shot or with modified equipment ○ consider the use of protective cages or improvised barriers (e.g. fence, nets) to undertake individual instruction with a regular shot ○ allow only 1 throw at a time.
Faulty or dangerous equipment	<ul style="list-style-type: none"> • Check equipment for damage before and during the activity (e.g. cracked shots). Withdraw any damaged equipment from use. • Ensure stop boards are secured at the front of the circle and pegs (if used) do not pose a hazard.
Playing surface	<ul style="list-style-type: none"> • Clear the circle, immediate surrounds and throwing areas from loose items or debris. Do not participate on a slippery surface. • Perform rotational throws on a firm surface only, preferably concrete. • Wear appropriate footwear for the type of activity (i.e. training or competition), surface and age of participants.

Considerations	Control measures
Manual handling Lifting and carrying equipment	<ul style="list-style-type: none"> • Carry shots safely. If transporting multiple shots at one time, ensure the total weight is appropriate for the person carrying them.
Students	<ul style="list-style-type: none"> • Remove accessories (e.g. jewellery, lanyard) before participating. • Ensure fingernails and hair do not interfere with the activity. • Monitor and enforce the correct approach, throw and retrieval safety • Practise the rotational technique without a shot or with a modified shot (e.g. cricket/softball).
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants



Queensland Representative School Sport

Track and field - High jump

For high risk activities:

At least 1 adult supervisor is required to be:

Medium risk level

- a registered teacher with competence (knowledge and skills) in teaching high jump or
- an adult supervisor, working under the direct supervision of a registered teacher, with current [level 1 community athletics coach accreditation](#) from Athletics Australia, or equivalent

High risk level

- a registered teacher with qualifications in Physical Education (or equivalent demonstrated capability) and competence (knowledge and skills) in teaching high risk high jump (e.g. successful completion of a high jump workshop approved by Athletics Australia) or
- an adult supervisor, working under the direct supervision of a registered teacher, with current [level 2 club coach accreditation](#) from Athletics Australia.

Facilities and equipment hazards	Control measures
Faulty or dangerous equipment	<ul style="list-style-type: none"> • Check equipment for damage before and during the activity. • Collapsible or circular fibreglass crossbars only. Triangular bars or improvised equipment are not permitted.
Playing surface	<ul style="list-style-type: none"> • Cover/fill jumping area hazards (e.g. sprinkler heads, holes) to be level with the surrounds. • Clear the approach and take-off area from loose items or debris. Do not participate on a slippery surface.
Sharp implements or objects	<ul style="list-style-type: none"> • Pad any high jump stands that pose risk of laceration.
Landing area	<ul style="list-style-type: none"> • Landing area padding constructed from material that allows both sufficient absorption from the fall and adequate resilience when compressed. • Minimum padding dimensions determined by activity risk level and age group: <ul style="list-style-type: none"> ○ Medium risk under 17 years — Padding 5m x 3m with thickness between 15cm to 30cm as required by the Little Athletics competition handbook (Section 2.5) ○ Medium risk 17 years and over — Padding 5m x 3m with thickness of at least 50cm. • If multiple pads are used, the landing area must be covered and bound together to prevent any part of the athlete's body from catching between the pads • If spikes are worn, the landing area must be covered by a single spike-proof top mat approximately 5cm thick and should have a weatherproof covering.

Considerations	Control measures
Manual handling	<ul style="list-style-type: none"> • Instruct students on procedures to lift and carry mats. That is: <ul style="list-style-type: none"> ○ use handles at the side ○ do not lift aloft to carry on backs, shoulders or heads.
Students	<ul style="list-style-type: none"> • Remove accessories (e.g. jewellery, lanyards) before participating. • Ensure fingernails and hair and clothing (e.g. pockets) do not interfere with the activity. • Clear the landing area, including the areas around the uprights and mats, before approach. • Monitor and enforce the correct use of equipment including crossbars and landing area pads. • Ensure spikes, if worn, are no longer than 9mm (synthetic surface) or 12mm (grass surface) per the Little Athletics competition handbook. Follow venue requirements, if available.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants



Queensland Representative School Sport

Track and field - Pole vault

For extreme risk activities:

At least 1 adult supervisor is required to be:

- a registered teacher, or other adult supervisor working under the direct supervision of a registered teacher, with current [Level 3 Performance Development Coach accreditation](#) from Athletics Australia and experience in coaching pole vault.

Facilities and equipment hazards	Control measures
Faulty or dangerous equipment	<ul style="list-style-type: none"> An accredited sporting facility with suitable pole vaulting facilities, as required by the World Athletics manuals and guidelines (see Track and Field Facilities Manual Chapter 2.3.4), must be used. The uprights should be mounted so that they are not easily tilted. A range of undamaged poles of different sizes to suit individual needs must be available. All equipment must be used in accordance with the manufacturer's instructions.
Playing surface	<ul style="list-style-type: none"> Cover/fill runway hazards (e.g. sprinkler heads, holes) to be level with the surrounds. Clear the jumping area from loose items or debris. Do not participate on a slippery surface.
Landing area	<ul style="list-style-type: none"> Landing area padding, including take-off box padding, as required by the World Athletics manuals and guidelines (see Track and Field Facilities Manual Chapter 6.2.6) must be used. For example, width = 5 metres, length = 2 metres in front the zero line and extending 5 metres beyond, and thickness = 0.8 metres for activities other than major international competitions. Landing area padding must be constructed from material that allows both sufficient absorption from the fall and adequate resilience when compressed. If spikes are worn, the landing area must be covered by a single spike-proof top mat approximately 5cm thick and should have a weatherproof covering. If multiple pads are used, the landing area must be covered and bound together to prevent any part of the body from catching between the pads.
Considerations	Control measures
Manual handling Lifting and carrying equipment	<ul style="list-style-type: none"> Use correct manual handling processes when lifting, lowering, pushing, pulling or carrying. Instruct students on procedures to lift and carry mats. That is: <ul style="list-style-type: none"> use handles at the side do not lift aloft to carry on backs, shoulders or heads.
Students	<ul style="list-style-type: none"> Remove accessories (e.g. jewellery, lanyards) before participating. Ensure fingernails and hair and clothing (e.g. pockets) do not interfere with the activity. Clear the landing area, including the areas around the uprights and mats, before students start their approach. Implement procedures (e.g. roll marking mechanisms) to prevent separation from the group when participating off site. Ensure spikes, if worn, are no longer than 9mm (synthetic surface) or 12mm (grass surface) per the Little Athletics competition handbook. Follow venue requirements, if available. <p>Technique:</p> <ul style="list-style-type: none"> Develop participant take-off skills by beginning in the sand pit off 2 steps increasing to 4 steps. Progress to the mats off 4 steps. Only progress to the mats off 6 steps once take-off skills are determined competent by the qualified adult supervisor. Determine a safe grip height according to the competence of the participant.
Visibility	<ul style="list-style-type: none"> Adjust setup orientation to avoid the sun affecting the line of sight of participants.
Conditions	<ul style="list-style-type: none"> Manage bodily hazards appropriately Sun safety strategies must be put in place Assess weather conditions accordingly Ensure drink breaks occur regularly Conduct warm up/warm down activities and continually monitor participants

Queensland Representative School Sport

Track and field - Hammer throw

For extreme risk activities:

At least 1 adult supervisor is required to be:

For standing throws:

- a registered teacher, or other adult supervisor working under the direct supervision of a registered teacher, with current [level 2 club coach accreditation](#) from Athletics Australia and experience in hammer throw.

For turning throws:

- a registered teacher, or other adult supervisor working under the direct supervision of a registered teacher, with current [level 3 performance development coach accreditation](#) from Athletics Australia and experience in coaching hammer throw.

Facilities and equipment hazards	Control measures
Boundary clearance	<ul style="list-style-type: none"> • Mark an exclusion zone at least 4 metres from an approved throwing cage. Non-throwers are to be behind the cage outside the exclusion zone. • Instruct non-participants to remain behind the cage, well clear of the wire and outside the exclusion zone.
Fast moving objects Hammer	<ul style="list-style-type: none"> • Instruct participants to check the throwing and landing areas are clear before commencing preparation to throw.
Faulty or dangerous equipment	<ul style="list-style-type: none"> • Check equipment for damage before and during the activity (e.g. the wire is secure at the handle and swivel end of the hammer head). Withdraw any damaged equipment. • Change wires regularly to avoid metal fatigue. • Consider the use of gloves when throwing.
Playing surface/area	<ul style="list-style-type: none"> • Conduct a field check to identify and manage surface hazards. Clear the approach and throwing areas from loose items or debris. Do not participate on a slippery surface. • Perform turning throws on a firm surface only, preferably concrete. • U-shaped hammer cage capable of stopping the hammer head moving at speed and provide protection from ricocheting or rebounding back towards the athlete or over the top of the cage must be used. Additional cage requirements for when activities occur simultaneously with other events are found at World Athletics - Manuals and Guidelines (see Competition and Technical Rules rule 192). • Clearly defined throwing sector that extends beyond the ability of the group must be used. Consult the World Athletics - manuals and guidelines (see competition and technical rules rule 192) for specifications. • Throwing and landing areas must be defined using highly visible markers.
Considerations	Control measures
Manual handling	<ul style="list-style-type: none"> • Transport/carry hammers safely. • Drag, not carry, hammers to the throwing area.
Students	<ul style="list-style-type: none"> • Remove accessories (e.g. jewellery, lanyards) before participating. • Ensure fingernails and hair and clothing (e.g. pockets) do not interfere with the activity. • Clear the landing area, including the areas around the uprights and mats, before students start their approach. • Monitor and enforce the correct use of equipment including crossbars and landing area pads. • Ensure spikes, if worn, are no longer than 9mm (synthetic surface) or 12mm (grass surface) per the Little Athletics competition handbook. Follow venue requirements, if available.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants

Queensland Representative School Sport

Track and field - Long and triple jump

For medium risk activities:

At least 1 adult supervisor is required to be:

- a registered teacher with competence (knowledge and skills) in teaching long and/or triple jump; or
- an adult supervisor, working under the direct supervision of a registered teacher, with current [Level 1 Community Athletics Coach accreditation](#) from Athletics Australia (or equivalent).

Facilities and equipment hazards	Control measures
Faulty or dangerous surface/equipment	Landing pit must be: <ul style="list-style-type: none"> • at least 2.75 m wide and long enough for all participants to land safely • filled with sufficient soft sand to be level with the runway surface and absorb impact from landing • free from foreign objects (e.g. rocks, sticks). Depolluted, where necessary. Take-off area must be: <ul style="list-style-type: none"> • a non-slip board or mat (e.g. wood, carpet), appropriate to the footwear being worn by participants (e.g. spikes) • positioned to ensure participants can reach the landing area. A variety of take-off points for triple jump may be required • fixed securely. If pegs are used to secure take-off mats, they must be fixed in all corners to avoid tripping and be level with the ground to avoid laceration • flat and level with the runway surface and • clearly visible from the runway. • Use markers made from non-injurious material (e.g. cardboard, foam). Do not leave markers in or adjacent to the pit.
Playing surface/area	<ul style="list-style-type: none"> • Conduct a field check to identify and manage surface hazards. Clear the approach and runway surface from loose items or debris. Do not participate on a slippery surface. • Cover/fill runway hazards (e.g. sprinkler heads, holes) to be level with the surrounds. • Check damp sand is sufficiently soft to absorb landing impact. • Rake and level the landing pit after each jump.

Considerations	Control measures
Students	<ul style="list-style-type: none"> • Remove accessories (e.g. jewellery, lanyards) before participating. • Ensure fingernails and hair and clothing (e.g. pockets) do not interfere with the activity. • Clear the landing area, including the areas around the uprights and mats, before students start their approach. • Implement a safe jumping procedure to ensure jumping occurs in one direction only (e.g. remove barrier device or witches hat and call name or whistle signal to start the run up). • Monitor and enforce the correct use of equipment including crossbars and landing area pads. • Ensure spikes, if worn, are no longer than 9mm (synthetic surface) or 12mm (grass surface) per the Little Athletics competition handbook. Follow venue requirements, if available.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants



Queensland Representative School Sport

Triathlon

The [Triathlon Australia event operations manual \(EOM\)](#) and the [Triathlon Australia race competition rules](#) must be used to inform the staging of an event.

For **high risk** activities (swimming in pools, track/path cycling, track running)

- a registered teacher with qualifications in HPE and with competence in teaching triathlon, or
- an adult supervisor, working under the direct supervision of a registered teacher, with current [foundation coach](#) accreditation from Triathlon Australia.
- key personnel must be appointed to manage the relevant supervision and safety details, as required by the [Triathlon Australia event operations manual \(EOM\)](#)

For **extreme risk** activities (swimming in locations other than a swimming pool and/or road cycling and/or road running):

- a registered teacher with current [foundation coach](#) accreditation from Triathlon Australia, or
- an adult supervisor working under the direct supervision of a registered teacher, with current [development coach](#) accreditation from Triathlon Australia.

Facilities and equipment hazards	Control measures
Boundary clearance	<ul style="list-style-type: none"> • Use brightly coloured buoys to define swim area. • Ensure spectators do not interfere with the activity. • Remove or clearly identify hazards on the course.
Damaged or faulty equipment	<ul style="list-style-type: none"> • If private equipment is used, obtain principal approval and owner consent/insurance details prior. • Check equipment (e.g. helmets, wetsuits) for damage and correct fit before and during the activity. • Compliance with the fact sheet for starting pistols and caps, if relevant. An electronic start pistol or safer alternative is recommended otherwise follow the recent update by the Department of Education - https://education.qld.gov.au/initiativesstrategies/Documents/fact-sheet-starting-pistols-caps.pdf.
Vehicles	<ul style="list-style-type: none"> • Continually assess threat of vehicles (e.g. boats, cars) as appropriate to location. • A pontoon, boat or float in close proximity to students where swimming occurs • Access to waterways, roads and tracks available for emergency vehicles. • Support vehicles/watercraft conforming with Queensland Department of Transport and Main Roads regulations and driven by a licensed driver. Consult the CARA guidelines for power boating. • Readily identifiable First Aid, water, food and shade stations.
Local Conditions	<p>Assess suitability of surrounds and reach of water when selecting a location for the swimming route. Consider local water conditions and foreseeable hazards, such as:</p> <ul style="list-style-type: none"> • tidal flow and currents • use by other watercraft and traffic patterns • water temperature, depth and visibility • underwater hazards (e.g. rocks, reef) and dangerous marine organisms.
Considerations	Control measures
Students	<ul style="list-style-type: none"> • Clearly identify participants (e.g. race number on bibs) and ensure student's upper torso is covered • Finish each race before the next group begins. • Limit the number of students in the water when close supervision is required • Participants must wear enclosed shoes, stinger suit, helmet, brightly coloured swim cap.
Officials	<ul style="list-style-type: none"> • An event coordinator, with competence in coordinating triathlon events, must be appointed. • A water safety coordinator, with current competency in HLTAID009—provide cardiopulmonary resuscitation (CPR) and SISCAQU002—perform basic water rescues must be appointed.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants

Queensland Representative School Sport

Volleyball

Competition rules and procedures (e.g. [FIVB rules](#), [beach volleyball rules](#)).

For medium risk activities:

At least 1 adult supervisor is required to be:

- a registered teacher with qualifications in HPE and with competence in teaching volleyball, or
- an adult supervisor, working under the direct supervision of a registered teacher, with current [Level 1 coaching accreditation](#) from Volleyball Australia or similar.

Facilities and equipment hazards	Control measures
Antennas	<ul style="list-style-type: none"> • Secure the antenna to the top and bottom of the net and ensure it does not extend below the bottom tape of the net. If the antenna dislodges, immediately suspend the activity and reattach.
Boundary clearance	<ul style="list-style-type: none"> • Establish a 2 metre safety zone around the playing area. If this cannot be achieved, consider ways of reducing risks (e.g. reducing the field size, padding the obstacle). • Consider player safety when positioning referee stands, lines people and table/chairs • Locate player benches at least 3 metres from the side line behind the attack zone. • Ensure there are no sharp or rough edges (e.g. portable signage) facing the field of play. • Avoid using guy wires to support posts. If used, they must be made visible to players and covered with protective pads.
Faulty or dangerous equipment	<ul style="list-style-type: none"> • Check equipment for damage before and during the activity. • Check footwear before each match to ensure they provide sufficient protection for the feet.
Playing surface	<ul style="list-style-type: none"> • Conduct a field check to identify and manage surface hazards. • Cover/fill playing surface hazards (e.g. sprinkler heads, post holes) to be level. • Use designated towels for wiping floor spills (e.g. water, sweat). • For beach volleyball: <ul style="list-style-type: none"> ○ ensure lines are made from flexible material (i.e. cords or webbing) ○ ensure sand depth is at least 30cm and extends beyond the court by at least 2 metres ○ rake sand before use.
Posts	<ul style="list-style-type: none"> • For beach volleyball, cover the base of portable posts with sand. • Fit-for-purpose padding, on posts and referee stands, made from impact absorbing foam. • Securely fit the pin of adjustable posts when setting up, taking down or adjusting the height. Consult manufacturer's instructions for support. • Secure violation cards to the outside of the post nearest the referee using hook and loop fasteners.
Winches	<ul style="list-style-type: none"> • If using a ratchet winch net system, ensure care is taken when adjusting/releasing the high tension system. Refer to the hazard alert—volleyball post ratchet hand winch (PDF, 492KB) for further information. • Remove winch handles from posts before the activity. If non-removable, pad the winch handles.
Considerations	Control measures
Physical contact	<ul style="list-style-type: none"> • Enforce rules to prevent rough play. Consult Play by the Rules. • Manage injuries according to established procedures. If in doubt, do not allow students to return to play after injury until medically cleared.
Students	<ul style="list-style-type: none"> • Remove accessories (e.g. jewellery, lanyards) before participating. • Ensure fingernails, hair and clothing (e.g. pockets) do not interfere with the activity.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants

Queensland Representative School Sport

Water polo

Water Polo – Rules of the Game - <https://www.waterpoloaustralia.com.au/info-hub/rules/>

For high risk activities:

At least 1 adult supervisor is required to be:

- a registered teacher with qualifications in HPE (or equivalent demonstrated capability) and with competence (knowledge and skills) in teaching water polo, or
- an adult supervisor, working under the direct supervision of a registered teacher, with [development coach](#) accreditation from Water Polo Australia for the current season.

Location must be suitable for the activity being undertaken, including adequate lighting to ensure safe participation and that safety rules and procedures can be followed. Consult the minimum standards in the [FINA facilities rules](#).

Facilities and equipment hazards	Control measures
Electrical hazards Burns, electrocution	<ul style="list-style-type: none"> • If power is required on the pool deck: • use portable safety switches, where there are no residual current devices installed; • do not use extension leads, electrical equipment and cords; • use battery powered or non-powered equipment.
Faulty or dangerous equipment	<ul style="list-style-type: none"> • Check equipment for damage. • Clean and store all equipment safely and securely when not in use. • Buoyant and rescue aids (e.g. lightweight poles, water noodles or ropes with a float attached) must be readily available at locations within the venue. • Slip mats/tape to secure any cords on the floor (e.g. shot clock, score board).

Considerations	Control measures
Physical contact accidental 'bumping'	<ul style="list-style-type: none"> • Manage injuries according to established procedures. If in doubt, the student should not play after injury until medically cleared. • Enforce rules to prevent rough play. Consult Play by the Rules (conduct and behaviour resources).
Slip, trip, fall	<ul style="list-style-type: none"> • Place mats on the floor around change room/bathroom entryway.
Students	<ul style="list-style-type: none"> • Wear caps to avoid entanglement. • Remove accessories (e.g. jewellery, lanyards) before participating. • Ensure fingernails, hair and clothing (e.g. pockets) do not interfere with the activity. • Mouthguards and water polo caps for activities when there is a high risk of contact. • Each student must provide their own towel.
Conditions	<ul style="list-style-type: none"> • Manage bodily hazards appropriately • Sun safety strategies must be put in place • Assess weather conditions accordingly • Ensure drink breaks occur regularly • Conduct warm up/warm down activities and continually monitor participants

Queensland Representative School Sport

Appendix 1: Concussion protocols and resources

Queensland Representative School Sport documents	<ul style="list-style-type: none"> • Concussion management guidelines • Concussion training presentation • Sport Specific competition procedures • Risk Assessment Form
Online training courses - free	<ul style="list-style-type: none"> • Sport Australia - https://static.ausport.gov.au/concussion in sport/online training/coaches support staff/story.html?lms=1 • Connectivity Traumatic Brain Injury Australia - https://www.connectivity.org.au/concussion-short-course/
Information for coaches and staff	<ul style="list-style-type: none"> • https://www.concussioninsport.gov.au/coaches_and_support_staff
General concussion tools	<ul style="list-style-type: none"> • Concussion Recognition Tool - https://s.afl.com.au/staticfile/AFL%20Tenant/AFL/Files/Respect%20and%20Responsibility/2017_Community_Concussion_CRT.pdf • Sport Concussion Assessment Tool - https://s.afl.com.au/staticfile/AFL%20Tenant/AFL/Files/Respect%20and%20Responsibility/SCAT5.pdf • Child Sports Concussion Assessment Tool - https://s.afl.com.au/staticfile/AFL%20Tenant/AFL/Files/Respect%20and%20Responsibility/Child_SCAT5.pdf
For AFL	<ul style="list-style-type: none"> • Use Return to play following concussion for examples of training exercises.
For Football	<ul style="list-style-type: none"> • Use FFA Concussion Guidelines, Annexure 1 – Graduated Return to Play Program. • Seek medical clearance prior to Level 5, Full Contact Practice.
For Hockey	<ul style="list-style-type: none"> • Use Schedule 1: Return to Protocol Phases in Hockey Australia Concussion Policy • Seek medical clearance prior to Full contact training and activities.
For Netball	<ul style="list-style-type: none"> • Use Concussion in Sport Australia flowchart
For Rugby	<ul style="list-style-type: none"> • Use Graduated Return to Play pathway guideline (p.8) in Rugby Australia Concussion Management Medical Doctor Information for examples of training exercises. • Note: 2 weeks minimum rest followed by graduated return to play. • Minimum time to return to contact sport is 18 days.
For water polo	<ul style="list-style-type: none"> • Use table of staged exercise modes in Water Polo Australia Concussion Guidance for examples of training exercises.
For all sports	<ul style="list-style-type: none"> • Refer to Queensland Health's Concussion – returning to school and sport Emergency Department factsheet.

Queensland Representative School Sport

Appendix 2: Sport specific CARA guidelines

Managing risks in school curriculum activities - <https://ppr.qed.qld.gov.au/pp/managing-risks-in-school-curriculum-activities-procedure>

AFL	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/australian-football
Baseball + Softball	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/baseball-softball
Basketball	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/basketball
Cricket	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/cricket-vigoro
Cross Country	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/cross-country
Football	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/football-soccer
Golf	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/golf
Hockey	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/hockey
Netball	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/netball
Rugby League	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/rugby-league
Rugby Union	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/rugby-union
Squash	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/squash
Surfing	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/surfing
Swimming	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/swimming-in-pools
Tennis	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/tennis
Touch Football	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/touch-football-oztag
Track and Field	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/track-running https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/discus https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/shot-put https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/high-jump https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/javelin
Triathlon	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/triathlon
Water Polo	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/water-polo
Volleyball	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/volleyball



Queensland Representative School Sport

Appendix 3: Resources

Code of Conduct – Department of Education

- Code of Conduct for the Queensland public service - <https://alt-qed.qed.qld.gov.au/working-with-us/induction/departement/induction-programs-and-resources/code-of-conduct>
- Code of Ethics for teacher in Queensland - https://cdn.qct.edu.au/pdf/CodeOfEthicsPoster20081215.pdf?_ga=2.234501214.1931870356.1667866273-367706655.1667866273
- Standards of Practice - <https://alt-qed.qed.qld.gov.au/workingwithus/induction/workingforthedepartement/inductionandonboarding/Documents/code-of-conduct-standard-of-practice.pdf>
- Inclusive Education policy - <https://ppr.qed.qld.gov.au/attachment/inclusive-education-policy.pdf>

Student Protection Policies and Forms

- Student protection - <https://ppr.qed.qld.gov.au/attachment/student-protection-procedure.pdf>
- Child and student protection policy - <https://ppr.qed.qld.gov.au/attachment/child-and-student-protection-policy.pdf>
- Information privacy and right to information - <https://ppr.qed.qld.gov.au/attachment/information-privacy-and-right-to-information-procedure.pdf>
- Child and youth risk management strategy - <https://ppr.qed.qld.gov.au/attachment/child-and-youth-risk-management-strategy.pdf>
- Supporting Student Health and Wellbeing Policy Statement (including Sun Safety): <https://education.qld.gov.au/student/Pages/supportingStudentsPolicyStatement.aspx>
Working with children authority procedure - <https://ppr.qed.qld.gov.au/attachment/working-with-children-authority-procedure.pdf>
Health, safety and wellbeing incident management - <https://ppr.qed.qld.gov.au/attachment/health-safety-and-wellbeing-incident-management-procedure.pdf>

Risk Management Policy

- Risk Management Process - <https://education.qld.gov.au/curriculum/stages-of-schooling/CARA>
- Curriculum Activity Risk Assessment (CARA) Guidelines - <https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines>

Event and site

- Creating a COVID safe environment - <https://qed.qld.gov.au/covid19/covid-safe-for-education/creating-a-covid-safe-environment>
- Sun safety in state schools - <https://ppr.qed.qld.gov.au/pp/sun-safety-in-state-schools-procedure>
- Chemical management - <https://ppr.qed.qld.gov.au/attachment/chemical-management-procedure.pdf>
- Managing First Aid in the Workplace - <https://ppr.qed.qld.gov.au/pp/managing-first-aid-in-the-workplace-procedure>
- Heat management - <https://sma.org.au/resources-advice/policies-and-guidelines/hot-weather/> and <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/managing-excessive-heat-schools>

Student Health and Wellbeing

- Managing students' health support needs at school - <https://ppr.qed.qld.gov.au/pp/managing-students-health-support-needs-at-school-procedure>
[Health and Wellbeing Guidelines](#)
- Administration of medications in school - <https://ppr.qed.qld.gov.au/pp/administration-of-medications-in-schools-procedure>
- Supporting students with asthma and / or at risk of anaphylaxis at school - <https://ppr.qed.qld.gov.au/pp/supporting-students-with-asthma-and-or-at-risk-of-anaphylaxis-at-school-procedure>
- Managing contagious conditions - <https://ppr.qed.qld.gov.au/pp/management-of-contagious-conditions-procedure>
- Supporting students' mental health and wellbeing - <https://ppr.qed.qld.gov.au/pp/supporting-students-mental-health-and-wellbeing-procedure>

Student Discipline

- Student discipline - <https://ppr.qed.qld.gov.au/pp/student-discipline-procedure>
- Occupational violence - <https://ppr.qed.qld.gov.au/attachment/occupational-violence-prevention-procedure.pdf>
- Hostile people on school premises, wilful disturbance and trespass - <https://ppr.qed.qld.gov.au/pp/hostile-people-on-school-premises-wilful-disturbance-and-trespass-procedure>

Incident Management

- <https://ppr.qed.qld.gov.au/attachment/health-safety-and-wellbeing-incident-management-procedure.pdf>
- <https://ppr.qed.qld.gov.au/attachment/dei-incident-management-procedure.pdf>