

Curriculum activity risk assessment

Running Events

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Activity scope

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

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

Risk level

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



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

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

Teachers/leaders:

Activity description:

Start date:

Finish date:

No. of students (approx.):

Class groups:

Supervision ratio (approx.):

Listed below are the minimum recommendations for this type of activity. For any items ticked 'No', provide further information regarding the additional or alternate controls to be implemented for the safe conduct of the activity.

Minimum supervision

Adequate adult supervision is to be provided. In determining what is adequate, consider the number of students, their individual needs, and the nature of the activity. If an adult other than a registered teacher is engaged for instruction, a teacher should be present to take overall responsibility. [Blue Card](#) requirements **must** be adhered to.

- Registered teacher with minimum qualifications as outlined below
OR
 An adult with minimum qualifications as outlined below, in the presence of a registered teacher.

Further information:

Minimum qualifications

The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.

- Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel.
 [Blue Card](#) requirements met.

For a registered teacher:

- Level 2 Accreditation from the [Athletics Australia](#) - Athletics Club Coach accreditation
OR
 competence (demonstrated ability/experience to undertake the activity) in the teaching of running events.

A teacher could demonstrate a reasonable level of competence by two or more of the following:

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

For a leader other than a registered teacher:

- Another adult with Level 2 Accreditation from Athletics Australia – Athletics Club Coach accreditation.

Further information:

Minimum equipment/facilities	Yes	No
First aid kit suitable for activity	<input type="checkbox"/>	<input type="checkbox"/>
Communication system: <input type="checkbox"/> phone-line at location <input type="checkbox"/> mobile phone <input type="checkbox"/> walkie talkies/UHF radio <input type="checkbox"/> student/adult messenger Other:		
Sun safety equipment (hat, sunscreen, shirt etc)	<input type="checkbox"/>	<input type="checkbox"/>
Drinking water (students should not share drinking containers)	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient space at any finish line to allow for deceleration	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Protection Agency (EPA) approved line marking materials (refer to Schools' Officers Folder or your regional senior Occupation Health and Safety consultant for further information).	<input type="checkbox"/>	<input type="checkbox"/>
Track facilities (where appropriate) that adhere, as close as practicable, to International Association of Athletics Federation (IAAF) specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

Governing bodies/associations	Yes	No
Guidelines/codes of practice are established for this activity. See International Association of Athletics Federation , Athletics Australia – Athletics Coach Accreditation. Have these been considered during the planning of this activity?	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

Hazards/risks	Control measures	Yes	No	Implementation plan/ Additional controls
	<ul style="list-style-type: none"> • Cross-country: <ul style="list-style-type: none"> ○ cross-country courses should be checked before the event to ensure the course is safe and well defined. The following should be considered when selecting the course: <ul style="list-style-type: none"> ▪ the age of the student group ▪ the physical capabilities of the students ▪ the environmental conditions prevailing at the time of the race ▪ the number of students taking part in the race ▪ the type of surface over which the race will take place ▪ the depth and speed of current at any water crossings ▪ the supervision being provided at appropriately spaced stations on the course and provision of procedures to account for all competitors ▪ the availability of first aid facilities. 	<input type="checkbox"/>	<input type="checkbox"/>	
Noise (loud and/or continuous) <ul style="list-style-type: none"> • Starting pistols 	<ul style="list-style-type: none"> • Always wear hearing protection. Refer to Health and Safety Fact Sheet: Hearing Protection for Manual Arts, Industrial Technology & Design Teachers and Teacher-aides and Noise Code of Practice 2004 for further information. • Consider, where possible, alternatives to starter pistols (e.g. gas powered horn, whistle and portable PA system). 	<input type="checkbox"/>	<input type="checkbox"/>	
Physical exertion <ul style="list-style-type: none"> • Strains and sprains • Cramps • Exhaustion and fatigue 	<ul style="list-style-type: none"> • Have appropriate warm-up and warm-down activities. • Follow progressive and sequential skills development. • Have ice packs available. • Continuously monitor students for signs of fatigue and exhaustion. 	<input type="checkbox"/>	<input type="checkbox"/>	

Additional control measures

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

Hazards/risks	Control measures

Submitted by:	Date:
List the names of those who were involved in the preparation of this risk assessment.	

Approval	
<input type="checkbox"/>	Approved as submitted:
<input type="checkbox"/>	Approved with the following condition(s):
<input type="checkbox"/>	Not approved for the following reason(s):
By:	Designation:
Signed:	Date:
Once approved, activity details should be entered into the <i>School Curriculum Activity Register</i> by administrative staff.	Reference no.

Monitor and review <i>To be completed during and/or after the activity and/or at the completion of the series of activities.</i>	Yes	No
Are the control measures still effective?	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes?	<input type="checkbox"/>	<input type="checkbox"/>
Are further actions required?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		

Important links

- SCM-PR-002: School Excursions
<http://education.qld.gov.au/strategic/epr/schools/scmpr002/>
- HLS-PR-003: First Aid
<http://education.qld.gov.au/strategic/epr/health/hlspr003/>
- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions
<http://education.qld.gov.au/strategic/epr/health/hlspr004/>
- Infection Control Guideline:
http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf
- HLS-PR-005: Health and Safety incident recording and notification
<http://education.qld.gov.au/strategic/epr/health/hlspr005/>
- HLS-PR-013: Developing a Sun Safety Strategy
<http://education.qld.gov.au/strategic/epr/health/hlspr013/>
- HRM-PR-010: Working with Children Check – Blue Cards
<http://education.qld.gov.au/strategic/epr/hr/hrmpr010/>
- Get Active Queensland Accreditation Program
<http://communities.qld.gov.au/sportrec/community-programs/education-and-training/get-active-queensland-accreditation-program/course-information>
- International Association of Athletics Federation
www.iaaf.org
- Athletics Australia
<http://www.athletics.com.au/>
- Queensland School Sport
http://www.learningplace.com.au/default_suborg.asp?orgid=128&suborgid=788

Further information

For further information on incorporating risk management strategies into curriculum activity planning refer to [HLS-PR-012 Managing Risks in School Curriculum Activities](#) and the associated list of [Curriculum Activity Risk Management Guidelines](#).

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