Curriculum activity risk assessment
Running Events

clever • skilled • creative

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

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
☐	**Medium** Some chance of an incident and injury requiring first aid	☑ Record controls in planning documents and/or complete this *Curriculum Activity Risk Assessment*. ☑ Consider obtaining parental permission.

Teachers/leaders:	
Activity description:	
Start date:	Finish date:	No of students (approx.):
Class groups:		Supervision ratio (approx.):

Queensland Government

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 mimumums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.

☐   Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel.

☐   Blue Card requirements met

Medium — Some chance of an incident and injury requiring first aid

For a registered teacher:

☐   Level One Accreditation from the Australian Track and Field Coaches Association

        OR

☐   Competence (demonstrated ability/experience to undertake the activity) in the teaching of running events

A teacher could demonstrate their competency through their:

☐   knowledge of the activity and the associated hazards and risks

☐   experience (i.e. previous involvement) in undertaking the activity

☐   demonstrated ability and/or expertise to undertake the activity

☐   possession of qualifications related to the activity.

For a leader other than a registered teacher:

☐   Another adult with Level One Accreditation from the Australian Track and Field Coaches Association

Further information:

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

Governing bodies/associations	Yes	No
Guidelines/codes of practice are established for this activity. See International Association of Athletics Federation, Australian Track and Field Coaches Association Have these been considered during the planning of this activity?	☐	☐
Further information:		

Hazards and suggested control measures

All persons engaging in this activity should:

- identify the hazards, including any additional hazards not mentioned here
- assess their significance
- manage the potential risks.

Listed below are indicative hazards/risks and suggested control measures. They are by no means exhaustive lists. After checking these, add details of any other identified hazards/risks and additional controls you intend to implement.

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
Biological material - Body fluids (e.g. blood, saliva, sweat)	- Comply with Infection Control Guideline. Students with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious.	☐	☐	
	- Have sufficient and suitable containment material (bandages etc.) readily available.	☐	☐	
Environmental conditions - Weather - Surfaces - Surrounds - Equipment	- Assess weather conditions before and during activity (e.g. temperature, storms).	☐	☐	
	- During all practice and competition sessions, ensure all equipment and lanes comply with IAAF specifications.	☐	☐	
	- Assess suitability of all running tracks (e.g. level, inclines, obstacles, supervision, type of surface, debris, potholes/divots in ground, line markers) before and during activity.	☐	☐	
	- Ensure that all starting blocks, pegs etc. are removed from track and stored safely when not in use.	☐	☐	
	- Ensure that students stay in their lanes during baton changes and for a safe period afterwards for relays.	☐	☐	

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
	• Supervise relay change areas at all times.	☐	☐	
Noise (loud and/ or continuous) • Starting pistols	• 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.	☐	☐	
Physical exertion • Strains and sprains • Cramps • Exhaustion and fatigue	• 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.	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	
Sharp implements or objects • Spikes	• Instruct students in safety procedures for the use of spikes. • Ensure that spikes are not worn by students when learning baton changing for relays. • Ensure that students are spaced sufficiently at the start of middle, long distance and walk events to avoid collisions or spike injuries.	☐ ☐ ☐	☐ ☐ ☐	
Students • Student numbers – control – adequate adult supervision • Special needs • High risk behaviours • Medical conditions	• Obtain parental permission, including relevant medical information. • When students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are readily available (insulin, Ventolin, Epipen, etc.) • Refer to Individual education plan/Educational adjustment plan/Behaviour management plan and other student documents. • Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
	• Ensure there is adequate adult supervision.	☐	☐	
	• Ensure systems are in place to monitor student numbers.	☐	☐	

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

☐	Approved as submitted:
☐	Approved with the following condition(s):
☐	Not approved for the following reason(s):

By:	Designation:
Signed:	Date:

Once approved, activity details should be entered into the *School Curriculum Activity Register* by administrative staff.	Reference no.

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

Monitor and review *To be completed during and/or after the activity and/or at the completion of the series of activities.*	Yes	No
Are the control measures still effective?	☐	☐
Have there been any changes?	☐	☐
Are further actions required?	☐	☐

Details:

Important links

- SCM-PR-002: School Excursions
  http://education.qld.gov.au/strategic/eppr/schools/scmpr002/

- HLS-PR-003: First Aid
  http://education.qld.gov.au/strategic/eppr/health/hlspr003/

- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions
  http://education.qld.gov.au/strategic/eppr/health/hlspr004/

- Infection Control Guideline:
  http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf

- HLS-PR-005: Health and Safety Incident Reporting and Notification
  http://education.qld.gov.au/strategic/eppr/health/hlspr005/

- HLS-PR-013: Developing a Sun Safety Strategy
  http://education.qld.gov.au/strategic/eppr/health/hlspr013/

- HRM-PR-010: Working with Children Check – Blue Cards
  http://education.qld.gov.au/strategic/eppr/hr/hrmpr010/

- Get Active Queensland Accreditation Program
  http://www.sportrec.qld.gov.au/CommunityPrograms/Schoolcommunity/GetActiveQueenslandAccreditation Program/Courseinformation.aspx

Further information

For further information on incorporating risk management strategies into curriculum activity planning refer to HLS-PR-012 Managing Risks in Curriculum Activities and the associated list of Curriculum Activity Risk Assessment Guidelines. (See: http://education.qld.gov.au/strategic/eppr/health/hlspr012/index1.html)

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