## Fitness Testing

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**Note:** Forthose schools not using OneSchool, this template is to be used in combination with the [*Curriculum Activity Risk Planner*](http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Managing%20Risks%20in%20School%20Curriculum%20Activities/Curriculum%20Activity%20Risk%20Planner.DOC). If a CARA activity guideline exists for the activity, the minimum requirements outlined in it must be followed.

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| Activity Description: Fitness Testing |
| Teachers/Leaders: Correy Chiappetta, Rob Enright, Kim Brumby, Caitlin McMahon, Beau McCauley, Anika Van Heerden |
| Class groups:       | Number of students:       |
| Start date: 01/01/2018  | End Date: 31/12/2018 |

*Use this risk assessment matrix as a guide to assess the* [*inherent risk level*](http://ppr.det.qld.gov.au/education/management/Pages/Managing-Risks-in-School-Curriculum-Activities.aspx#definitions)*. Refer to the* [*Curriculum Activity Risk Planner*](http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Managing%20Risks%20in%20School%20Curriculum%20Activities/Curriculum%20Activity%20Risk%20Planner.DOC) *for further details.*

|  |  |
| --- | --- |
| **Likelihood** | **Consequence** |
| 1 - Insignificant | 2 - Minor | 3 - Moderate | 4 - Major | 5 - Critical |
| 5 - Almost Certain | Medium | Medium | High | Extreme | Extreme |
| 4 - Likely | Low | Medium | High | High | Extreme |
| 3 - Possible | Low | Medium | High | High | High |
| 2 - Unlikely | Low | Low | Medium | Medium | High |
| 1 - Rare | Low | Low | Low | Low | Medium |

*Indicate the assessed risk level and undertake the actions required for that level of risk.*

| **Inherent risk level** | **Action required** |
| --- | --- |
| [ ]  | **Low** | Little chance of incident or injury | * Manage risk through regular planning processes.
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| [x]  | **Medium** | Some chance of an incident and injury requiring first aid | * Document risks and controls in regular planning documents.
* Manage risk through regular planning processes OR complete this *Curriculum Activity Risk Assessment*.
 |
| [ ]  | **High** | Likely chance of a significant incident and injury requiring medical treatment | * A *Curriculum Activity Risk Assessment* is required to be completed.
* Principal or head of program (i.e. DP, HOD, HOSES) approval is required prior to conducting this activity.
* Parent/carer consent is recommended.
* Once approved, activity details are to be entered into the [*School Curriculum Activity Register*](http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Managing%20Risks%20in%20School%20Curriculum%20Activities/School-curriculum-activity-register.docx)*.*
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| [ ]  | **Extreme** | High chance of a serious incident resulting in highly debilitating injury | * Consider conducting an alternative activity or modifications to the activity that could achieve comparable learning outcomes.
* A *Curriculum Activity Risk Assessment* must be completed.
* Principal approval is required prior to conducting this activity.
* [Parent/carer](http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/School%20Excursions/Permission%20form%20template.DOC) consent must be obtained for student participation.
* Once approved, activity details are to be entered into the [*School Curriculum Activity Register*](http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Managing%20Risks%20in%20School%20Curriculum%20Activities/School-curriculum-activity-register.docx).
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**NOTE:** If the activity is to be held off-site, parent/carer consent is required irrespective of the
inherent risk level. Refer to the [School Excursions](http://ppr.det.qld.gov.au/education/management/Pages/School-Excursions.aspx) procedure for the Excursion Planner template.

Planning considerations

*Incorporate the following factors when planning risk management strategies for this activity.*

**Which students will be involved?**

* Consider the number of students, size of student groups and students' capabilities e.g. age, experience, competence, fitness, maturity.
* Consider any individual student needs e.g. personalised learning, support provisions (including behaviour support plans), health management (including health plans and prescribed medication requirements).

**Where will the students be?**

* Consider the location of the activity e.g. remote/easily accessible, public /private, school/classroom/workshop/other.
* Is the number of students appropriate for the available space?
* If outdoors – sunsafe strategies are implemented; weather and environmental conditions are assessed before and during activity (e.g. temperature, storms, water currents, tides); and strategies to reduce the likelihood of viruses, allergies and skin infections caused by insects (e.g. ticks, mosquitoes, spiders) and other animals are applied.
* The site is checked for hazards (e.g. poisonous plants, dangerous animals, uneven terrain, barbed wire,) and necessary controls implemented.
* Activities are appropriately situated in relation to buildings, pedestrians, members of the public, vehicles and other activities e.g. designated areas for activity, spectators and vehicles are established.

**What will the students be doing?**

* Consider the nature and duration of the activity i.e. need for drinking water, food, rest, appropriate clothing, warm-up and warm-down.
* Instruction in rules and pre-requisite skills is provided.
* Student skills are developed in a progressive and sequential manner.
* First aid and emergency medical treatment provisions are appropriate for the type of activity and location e.g. first aid kit, first aid trained personnel, Ventolin®, Epipen®, and students' personal prescribed medications as required in health plans are available.
* Emergency response strategies are in place e.g. communication plans (e.g. mobile phone, walkie talkie), safety induction, evacuation plans.
* Hair, clothing, footwear and jewellery are worn in a manner that is appropriate and safe for the activity.
* Personal items, e.g. drink bottles, towels and mouthguards, will not be shared between students.

**What will the students be using?**

* Instruction in safety procedures and safe handling of equipment is provided.
* Equipment is suitable for the activity, properly maintained, appropriately used and complies with the relevant safety standard.
* [Relevant department procedures and guidelines](http://education.qld.gov.au/curriculum/carmg/activity-guidelines.html) are adhered to for the use of equipment and work processes.

**Who will be leading the activity?**

* A registered teacher has overall responsibility for the activity.
* Sufficient adult supervision is in place to manage the activity safely (including in emergency situations).
* The activity leader has the competence (knowledge and skills) to plan, induct, instruct and manage the activity safely for students and others.
* There are sufficient adults present with current First Aid qualifications (including CPR) or ready access to qualified first aid personnel.
* Blue Card requirements are adhered to for leaders/volunteers.

[x]  **I have incorporated the above factors when planning my risk management strategies for this activity.**

Supervision Requirements

*Check if relevant Codes of Practice/Guidelines exist for each activity.*

| Provide information about supervision for each activity that is to occur: |
| --- |
| One sports Super centre staff member required per 30 students. Visiting teachers will be encouraged to support Sport Super Centre staff with behaviour management.  |

Qualification Requirements

*Check if relevant Codes of Practice/Guidelines exist for each activity.*

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| --- |
| Provide information about the leader/supervisor’s relevant qualifications and/or competence for each activity that is to occur: |
| Qualified teachers and Unit Support staff. Staff will hold the relvant qualification for the activity and be experienced in the running of the activity. Staff will also hold relvant CPR and first aid qualifications.  |

Equipment/Facility Requirements

*Check if relevant Codes of Practice/Guidelines exist for each activity.*

| Provide information about equipment/facilities for each activity that is to occur: |
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| Fitness testing will take place on Olympic Standard athletics track or hockey pitch. All equipment is well maintained by RBSLEC staff and checked prior to use..  |

Hazards and Control Measures

Information on managing common hazards and risks in the school environment can be found at [Hazards and Risks](http://education.qld.gov.au/health/safety/hazards.html).

| Provide information about: * Hazards:
 | * Planned control measures:
 |
| --- | --- |
| Uneven surfacesSun safetyDyhydration  | Must always wear shoes when completing activitiesStudents ust wera hats and sunscreen and stay hydrated. Where possible students should sit in the shade and have constant drink breaks.  |

| Approval *(only required for high or extreme risk activities)* |
| --- |
| [x]  | Approved as submitted |
| [ ]  | Approved with the following conditions:       |
| [ ]  | Not approved for the following reasons:       |
| By: Rob Enright | Designation: Acting Principal |
| Signed: | Date: 18-Jan-18 |
| Once approved, activity details should be entered into the *School Curriculum Activity Register*. | Reference No.       |

| Monitoring and Review *(to be completed during and/or after the activity.)* | **Yes** | **No** |
| --- | --- | --- |
| Have additional hazards been identified? | [ ]  | [ ]  |
| Were the control measures effective?  | [ ]  | [ ]  |
| Are further or different actions required?  | [ ]  | [ ]  |
| Details:       |

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