# Community user risk assessment

## To support a hire agreement for school facilities

**For more detail, see the** [**Community use of state school facilities procedure and guidelines**](https://ppr.mpe.qed.qld.gov.au/pp/community-use-of-state-school-facilities-procedure)

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| * This risk assessment is to be completed by the community user when seeking to use school facilities and submitted with their application. * The principal will then consider the community user’s risk assessment as part of the application process. |

The community user should complete the risk assessment, keeping in mind the Department of Education has the lowest appetite for risks associated with:

* safety of children and students;
* workplace health and safety of staff and the community;
* fraud and corruption; and
* security of confidential and personal information.

In completing a risk assessment, the community user is to:

* identify specific potential risks of the proposed activity and their consequences; and
* identify appropriate protections and strategies to reduce or remove the risks.

**Proposed activity:**

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| *Include information about: the number of people, children/adults, activity type and duration, equipment to be used…* |

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| 1. **Identify and list the specific risks that may be present in the proposed activity:**   *i.e. Note any issues that could cause harm, for example:* | 1. **Provide appropriate protections and strategies to reduce or remove the risk (risk mitigation):**   *i.e. Describe how the risks from the proposed activity will be managed, for example:* |
| *There is a risk of injuries caused by incorrect use of equipment* | *Signage and instructions will be provided about correct use of equipment. Children may only use equipment under direct supervision of an adult* |
| *There is a risk of illness/injury caused by exposure to chemicals* | *Non-toxic cleaning products will be used as instructed by school* |
| *There is a risk of injury/harm due to unsupervised or unsanctioned activities* | *Security measures are in place to monitor entrances and exits / adults will be nominated for supervision of x # of children* |
| *There is a risk of children drowning due to a lack of supervision of pool activities* | *Appropriately qualified supervisors will be present for swimming/water activities; supervision tasks allocated* |

**Please tick to confirm that:**

☐ the activity is not a prohibited use activity – refer to Guidelines at page two, point five

☐ your employees, contractors and volunteers have the relevant blue card or exemptions required for activities which involve children or young people (i.e. Evidence of compliance with the [*Working with Children (Risk Management and Screening) Act 2000*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2000-060))

☐ you have Certificate of currency of public liability insurance

☐ you have Certificate of currency of worker’s compensation insurance (if employees are engaged by the community user). Refer to: <https://www.worksafe.qld.gov.au/insurance> and <https://www.worksafe.qld.gov.au/injury-prevention-safety/small-business/compliance-at-a-glance-serious-about-safe-business>

☐ you have provided evidence of all approvals, permissions, licences, and consents required for the proposed use (including any local council permits and development applications)

☐ you have training certificates and qualifications required for you and your personnel to legally undertake the proposed activity☐ you have the required emergency equipment and supplies relevant to the type of activity being undertaken to effectively respond to both first aid and other emergency situations

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| **Community user organisation:** | *Insert the name of the legal entity which operates the business (where applicable)* |
| **Name:** |  |
| **Signature:** |  |
| **Date:** | *Insert the date of the application to which this community user risk assessment is to be attached* |